

Welcome to the *PY310 - Payroll Maintainer* course. This course is intended to provide State of NC agencies with the ability to display pertinent information regarding employee payroll. Also this course contains the appropriate information for the purposes of updating and maintaining employee HR master data records with respect to payroll processing.

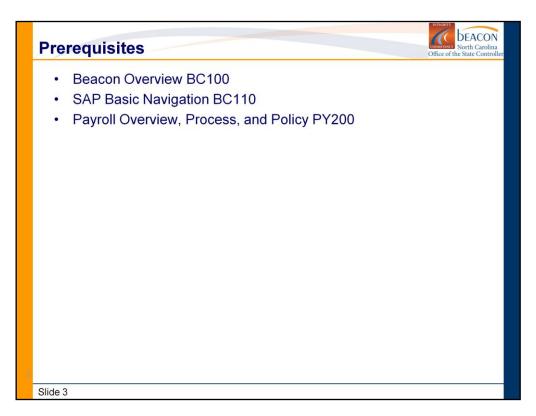
Notes:



Please make sure you receive the credit you deserve for attending class by signing the attendance sheet.

Also ensure that others have a quality training experience. Please turn your cell phones off during class so others are not disturbed.

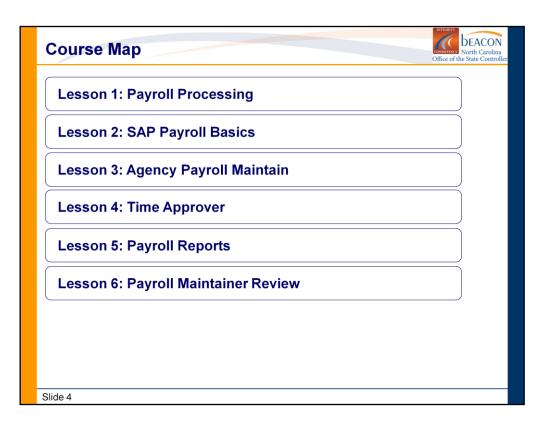
Notes:



For maximum understanding of this course, please ensure that you have completed the above prerequisites.

Notes:

# **PY310 - Payroll Maintainer**



This course includes six lesson modules.

Notes:

# **Course Objectives**



Upon completion of this course, you should be able to:

- Display and maintain agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.
- Describe and execute the Time Approver Role.

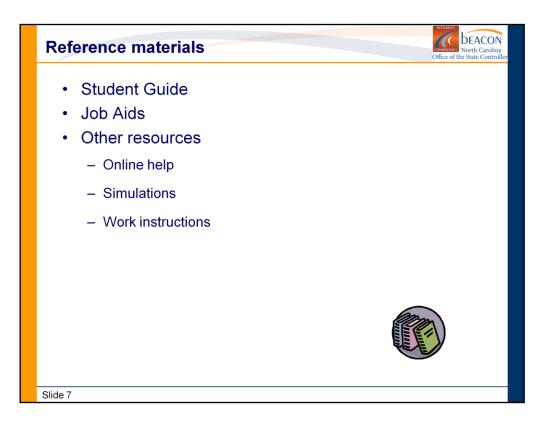
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Notes:

•	Tell me	Concepts
		Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN
	Show me	Demonstrations
		Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
	Let me	Exercises
		Student will complete the exercises which allows for hands-on practice in class – HANDS ON
•	Support me	Availability
		Instructor will be available to answer questions while the students complete the exercises

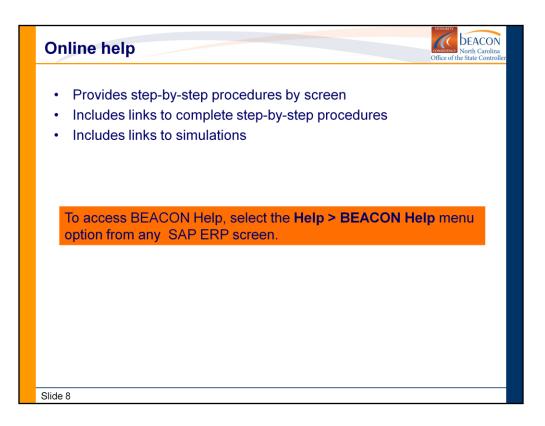
The Strategy for Training is a proven method of learning the most from this course. Please give your instructor your undivided attention when a demonstration is in progress. Be assured that ample consideration has been given for time to complete the hands on exercises.

# Notes:



Simulations let you practice using SAP in a clearly defined and safe environment. Each simulation has instructions to guide you through the task. Simulations are available only for select transactions.

Notes:



# Notes:

# **Your Training Responsibilities**



- Attend the applicable training class
- Be actively involved and participate in training
- Practice after training

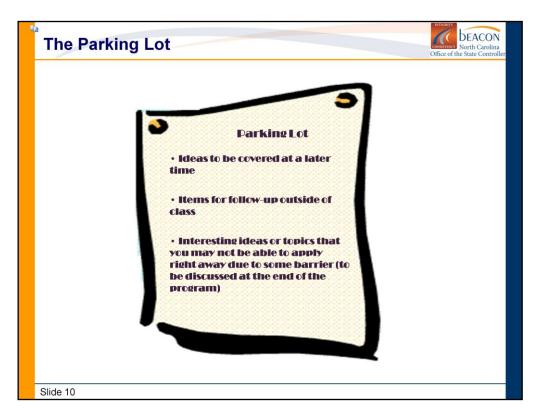
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This course, as is true with all of the HR courses, is not designed for your specific division or agency procedures and policies. The training does not include all of the scenarios you encounter in your current job role. Instead, the courses in the Personnel Administration curriculum are designed with two purposes in mind:

- To give you the basic knowledge and skills you need in order to perform your tasks in the SAP application as well as to perform any related business processes.
- To demonstrate how you can further develop your skills by using the classroom materials, Work Instructions, Online Help and practice sessions to continue your SAP education after training is completed.

As you can see, you play an active role in your training development. BEACON SAP HR/Payroll training is designed to ensure that you have the information you need in order to perform your duties and responsibilities.

Notes:



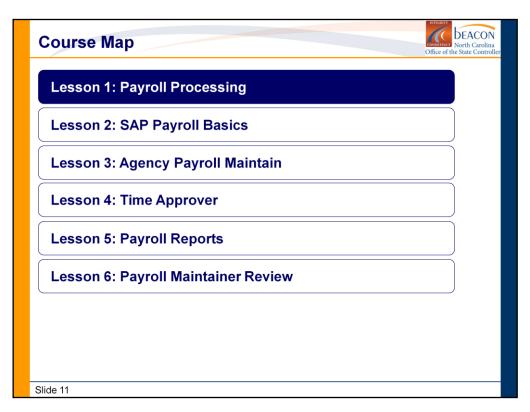
The Parking Lot poster will be used to record any concerns, expectations, and questions that cannot be answered during the class. If needed, your Instructors will follow up with answers to questions that could not be answered in class.

When you think of a concern, ask the instructor. If the instructor /navigator cannot answer the question, it will be forwarded to the BEACON office. The Training Solutions Center will contact the subject matter experts to determine an answer and will notify the instructor of the answer.

The instructor will share the answer if it is received before the end of class. If an expectation or concern cannot be addressed in class, the instructor will place it on a parking lot, research it, and provide the class with a response at a later date.

# Notes:

# **PY310 - Payroll Maintainer**



The first lesson of the course will be a detailed view of payroll processing for the State of NC. This lesson will include some of the basics learned in the *PY200 - Payroll Overview* course.

**Notes:** 

# **Lesson Objectives**



Upon completion of this lesson, you should be able to:

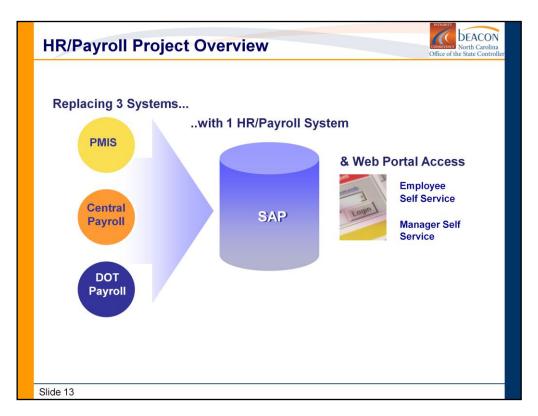
- Explain the details of payroll processing to include the calculation of gross pay, net pay, statutory deductions, and voluntary deductions.
- Describe essential master data needed for payroll processing.

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The objectives of the lesson are to further explore payroll processing as it applies to the State of NC as well as what is HR employee master data and how it applies to payroll.

Statutory and voluntary deductions will be explained further into the course.

Notes:



In *PY200 - Payroll Overview*, we learned that the BEACON project is a statewide collaboration to standardize the business processes in human resources, payroll, budget management, taxation, data storage, and accounting.

The Implementation of SAP will replace the following three systems:

- PMIS
- Central Payroll
- DOT Payroll

The SAP payroll module integrates with and accepts data from other modules such as Personnel Administration, Employee Self-Service, Benefits, and Time Management to accurately calculate payments to State employees and contractors.

Notes:

# **Payroll Processing**



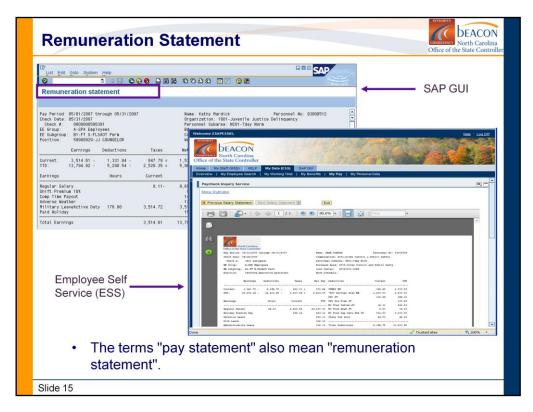
- Operations of payroll processing are supported by the BEST Shared Services located within the Office of the State Controller.
- Individual payroll offices at participating agencies are responsible for entering agency specific payroll deductions and supplements.

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The BEST Shared Services will perform all gross-to-net calculations, including computation of tax withholdings, and any employer matching and contributory costs. The SAP system will also maintain employee master data that will contain certain year-to-date data on each state employee.

The State of NC will be using the SAP Human Resource module as their system of record for all state employees and the SAP Payroll module for paying state employees.

Notes:

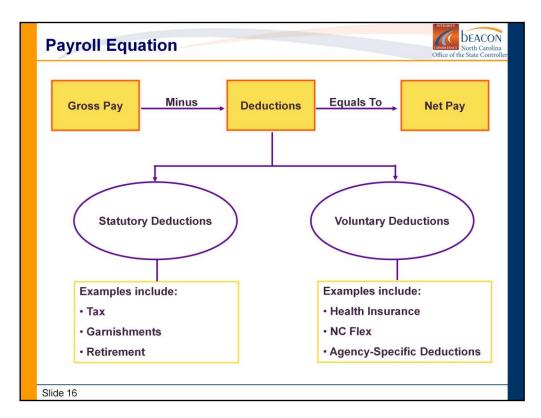


Remuneration statements are detailed list of amounts and information for employees per payroll period. This usually includes:

- Gross amount (for example, payments)
- Net amount (gross pay minus taxes minus deductions)
- Deductions (for example, combined campaign)
- Additional information (for example, organizational assignment, leave, notes to the employee)

OSC will no longer print and distribute pay statements to State employees. For employees using ESS, using the My Pay tab will give the ability to view and print an employee pay statement. Printing will be at the discretion of each agency.

Notes:



We learned in PY200 that the process of payroll is to calculate pay for work performed by individual employees. To understand how pay is calculated we need to explore the payroll equation.

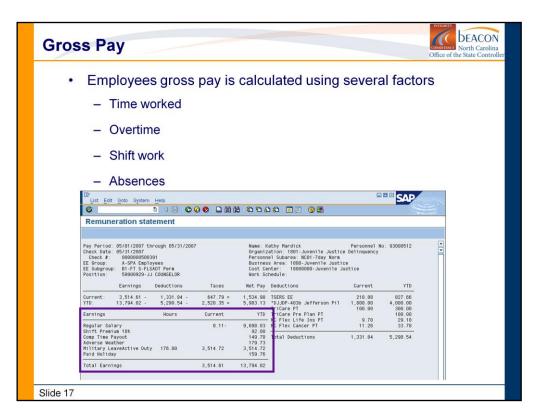
When payroll is processed **gross pay** is calculated for each employee. Gross pay is the calculation of employee earnings. Examples of gross pay include; regular pay, shift pay, premium pay, and overtime pay.

**Deductions** actually exist in two separate categories: Statutory, and Voluntary. *Statutory deductions* are required by law. Examples include: Tax, Garnishments, and Retirement. *Voluntary deductions* are always requested or authorized by the employee. Voluntary deductions include: Health Insurance, NC Flex, and Agency-Specific Deductions.

**Net Pay** is gross pay minus all deductions. Net pay represents the employee's pay, and the amount deposited in their respective checking and/or savings accounts.

Let's take a detailed look at each part of this equation!

Notes:



In PY200 Payroll Overview, the discussion on integration of SAP modules presented the concept of the Time Management module. Employee work hours are recorded in the employee's time records in the SAP HR/Payroll system. This is completed with transactions of the Time Management and/or ESS modules.

The Time Management module updates the employee's time record in the SAP HR/Payroll system on a regular basis with information regarding:

- Working hours (time and attendance)
- Absences (vacation, sick leave, FMLA)
- Shift work
- Overtime
- Longevity

The above information is maintained via infotypes that become wage types used during the processing of payroll.

When calculating gross pay for employees, several factors are taken into consideration. Each employee is assigned a basic pay amount to correspond with their working time. This pay amount can be based on their pay frequency (i.e. monthly, or biweekly). In addition to the basic pay, some employees are subject to work overtime. The SAP system will calculate overtime pay for these employees based on time and payroll rules. If the working time for an employee occurs during the night, during the weekend, or on a public holiday, the SAP system will calculate the appropriate pay per employee.

Notes:

### **Deductions**



- Examples of Voluntary Deductions include:
  - Voluntary Supplemental Retirement Plans (e.g., 401-K)
  - United States Savings Bonds
  - Medical Insurance
  - NC Flex Plans
  - Supplemental Insurance
- Examples of Statutory deductions include:
  - Retirement Contributions
  - Social Security (FICA) withholdings
  - Federal Income Tax withholdings
  - State Income Tax Withholdings
  - Garnishments

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### **Voluntary Deductions**

Employee enrollment will be facilitated through the Benefits module of SAP or infotype 14, recurring deductions. Payroll will retrieve the monthly costs of the plans from Benefits. Deductions and deduction frequencies are attached to the plans in payroll. Payroll can deduct according to employee's pay frequency.

Deductions can be prepaid prior to an employee going on leave so they still process while the employee is not receiving any pay.

### **Statutory Deductions**

All State of NC employees must complete a W-4 Employee's Withholding Allowance Certificate form and the appropriate state withholding form. Form W-4 is used to claim withholding for federal income tax, and the appropriate state with form is used to claim withholding for state income tax. Withholding allowances determine how much income tax is withheld an employee's earnings.

Garnishments are considered a statutory deduction that deserves a more detailed discussion.

**Notes:** 

### **Garnishments**



- All appropriate garnishment rules (non-exempt amounts and disposable net) will be built in SAP.
- All garnishment orders will be forwarded to the BEST Shared Services for processing.
- The order will be keyed into SAP and generate a notification letter to the employee when requested.
- A letter will be sent to the originator of the garnishment when the employee separates.
- A responding letter will be sent to the court or organization issuing the garnishment order.
- When payroll executes on the next normal cycle or in an offcycle process, the appropriate deductions will be taken from the employee's pay.

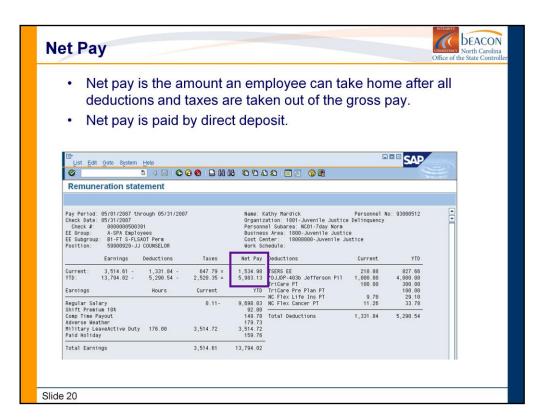
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All appropriate garnishment rules will be built in SAP.

Setting up of new garnishment orders will involve forwarding all original document to BEST Shared Services. BEST Shared Services will not accept copy or fax garnishment orders. Priority of multiple garnishments is handled in configuration and setup of garnishments.

All active garnishments are owned by BEST Shared Services. Inactive employees will be the responsibility of the agency.

Notes:



The Net Payroll component of SAP processes garnishments, deductions, taxes, and benefits for employees during a payroll run. Net payroll processing is based on wage types entered in SAP employee master data as well wage types that are calculated in the Gross Payroll component. Net payroll generates a results table containing wage types and amounts for all employees in a payroll run. This table serves as the basis for all output from the SAP Payroll system, such as third-party remittances and statutory deduction reporting.

# Notes:

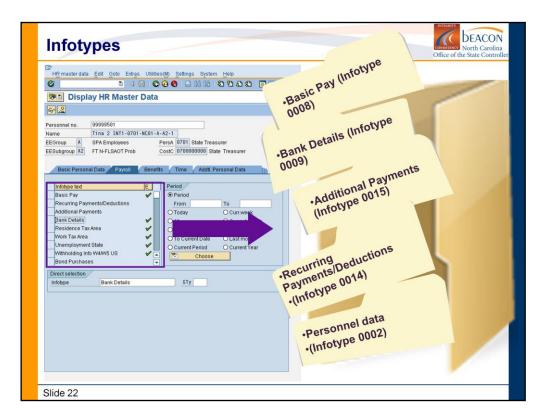
# **Deduction Priority**



- What happens when an employee does not have enough net pay to capture all deductions?
  - All deductions are given a deduction priority (pretax and deferred deductions first, taxes second, garnishments third, then other deductions as prioritized).
  - All deductions are given a setting of how they should process if the employee does not have enough to deduct the full deduction.

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**Notes:** 



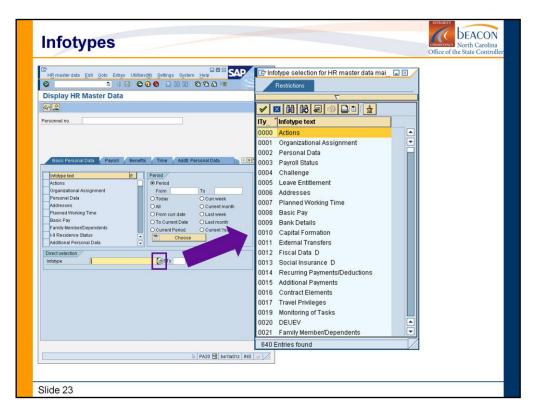
Payroll also uses employee **master data** to process payroll. Each employee has a master record that consists of data organized into infotypes. Infotypes are used to group related data fields together to form units of information in the HR module. Infotype is the term SAP uses to identify the screens that make up an employee's personnel file.

Just as you would have individual pieces of paper in a file folder to comprise a manual personnel record, you will have electronic infotypes to comprise a personnel record. Just think of an infotype as a screen of related information.

You will learn about many different infotypes in this course. For the purpose of payroll processing, the typical master data needed includes:

- Normal employee information, consisting of name, address, and other personal details.
- Benefits information, covering benefit plans and deductions.
- Garnishment information, which includes garnishment order details, and types.
- Tax information, including the employee's residence tax area, work tax area, and unemployment details.
- Payroll information, including basic pay, other earnings, and deductions.
- Time information, including work schedule, leave, and absence information.

Notes:

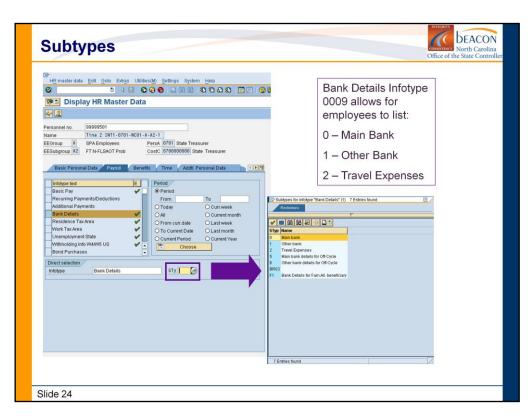


Each Infotype has a numerical key in addition to a name key.

To access the infotype via numerical key, enter the number for the infotype in the **Infotype** field. Click Enter. The system will display the name of the infotype you selected in the infotype field.

To access the infotype via matchcode, click the matchcode button, select the appropriate infotype from the list, and click Enter twice.

Notes:



Subtypes are categories of infotypes that hold additional information.

For example, the State of NC will allow the use of multiple bank accounts for direct deposit. For Infotype 0009 Bank Details, subtype 0 represents the *Main Bank* account for deposits and subtype 1 represents *Other Bank*.

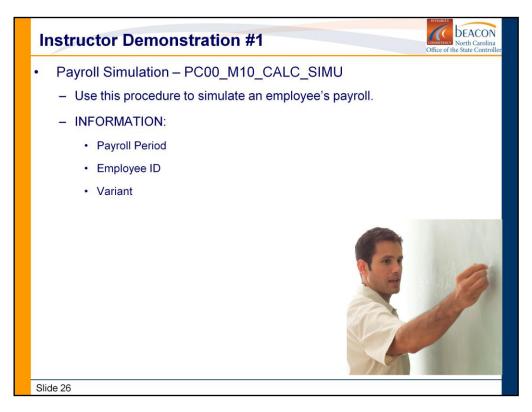
**Notes:** 

<ul> <li>Several Infotypes are required to be complete and accurate for successful payroll processing:</li> </ul>				
<ul> <li>Infotype 0001 Organizational Assignment</li> </ul>	(PA)			
<ul> <li>Infotype 0003 Payroll Status</li> </ul>	(Payroll)			
<ul> <li>Infotype 0007 Planned Working Time</li> </ul>	(Time)			
<ul> <li>Infotype 0008 Basic Pay</li> </ul>	(PA)			
<ul> <li>Infotype 0009 Bank Details</li> </ul>	(Payroll)			
<ul> <li>Infotype 0208 Work Tax Area</li> </ul>	(PA)			
<ul> <li>Infotype 0209 Unemployment Tax Area</li> </ul>	(PA)			
<ul> <li>Infotype 0210 Tax Withholding Info</li> </ul>	(PA)/(Payroll)			
- Infotype 0234 Additional Withholding (if necessa	ry) (PA)			
<ul> <li>Infotype 0235 Other Taxes US (if necessary)</li> </ul>	(PA)			

These infotypes are accessible via **PA20 (Display**) and **PA30 (Maintain)**. The chart below list the appropriate security role(s) needed to maintain payroll dependent infotypes:

Infotype Name	Infotype Number	SAP Security Role
Organization Assignment	0001	HR Master Data Maintainer Short Term Disability Spec
Payroll Status	0003	Central Payroll Processing
Planned Working Time	0007	HR Master Data Maintainer
Basic Pay	8000	HR Master Data Maintainer
Bank Details	0009	HR Master Data Maintainer, Payroll Administration
Work Tax Area	0208	HR Master Data Maintainer, Payroll Administration, Central Payroll Processing
Unemployment Tax Area	0209	HR Master Data Maintainer, Payroll Administration Central Payroll Processing
Tax Withholding Info	0210	HR Master Data Maintainer, Payroll Administration, Central Payroll Processing
Additional Withholding	0234	Central Payroll Processing
Other Taxes US	0235	Central Payroll Processing

# **Notes:**



- 1. Variant: ZPROD-MONTHLY
- 2. Payroll Area: 01
- 3. Payroll Period: April 2008 04 2008
- 4. Employee ID: Maureen Ahmed XXXXXXX
- 5. Check **Display Log**.
- 6. Check No remuneration statement.
- 7. Execute
- 8. Expand Maureen Ahmed's 04/2008 Pay Result.
- 9. Double click PRINT (highlighted light blue).
- 10. Scroll the Results table to show simulated payroll results for Maureen Ahmed, noticing wage type 1000 Regular Sal01.

Although you will not have the capability to run a payroll simulation, you will have the ability to display the same results for an employee after payroll has been processed. This class will cover this process in Lesson 5 *Payroll Reports*.

**Notes:** 

# **Lesson Review**



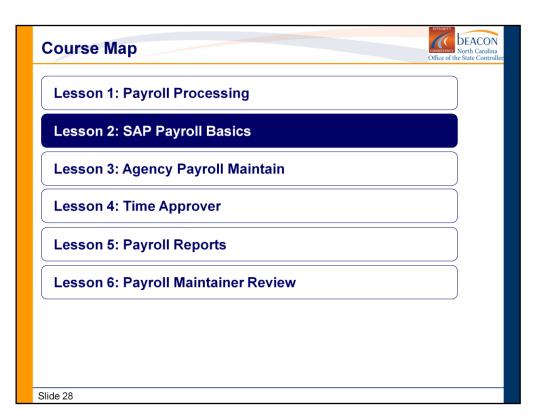
In this lesson, you learned to:

- Explain the details of payroll processing to include the calculation of gross pay, net pay, statutory deductions, and voluntary deductions.
- Describe essential master data needed for payroll processing.

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Notes:

# **PY310 - Payroll Maintainer**

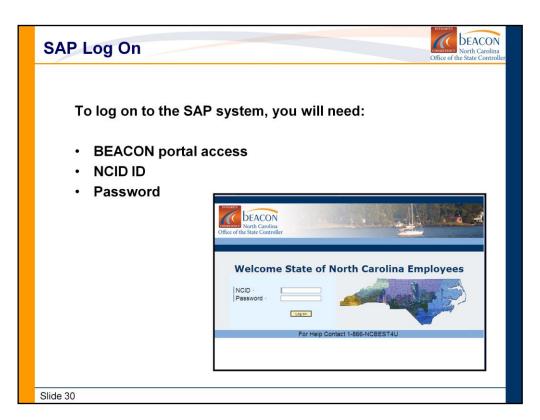


The second lesson of this course will cover how to display HR master data records.

Notes:

# Lesson Review Upon completion of this lesson, you should be able to: Understand how to log on SAP. Navigate within SAP. Display HR master data records.

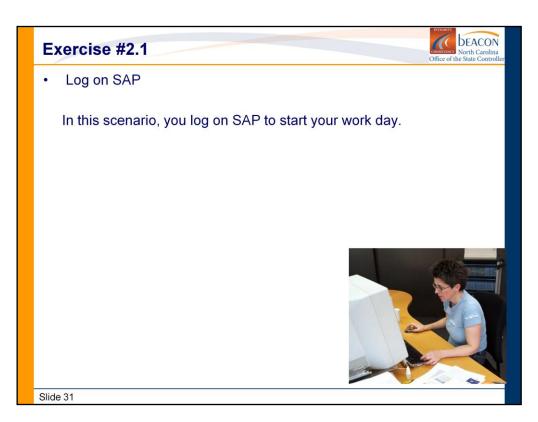
Notes:



Users will access the BEACON system using their NCID and password.

BEACON users need to set up their NCID prior to logging into the system.

Notes:



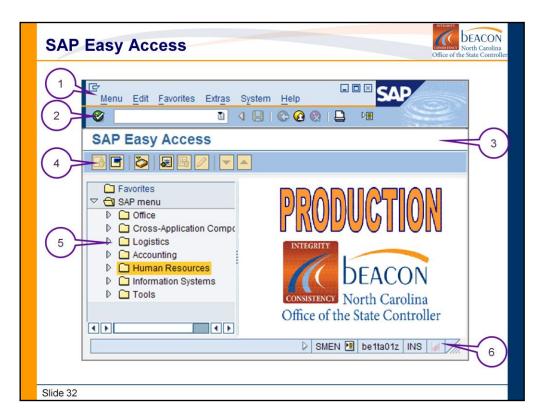
# Notes:

# **Exercise 2.1: Logging onto SAP**

Scenario: You need to log on	SAP to start your work day.
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Job Aid: Logging onto SAP

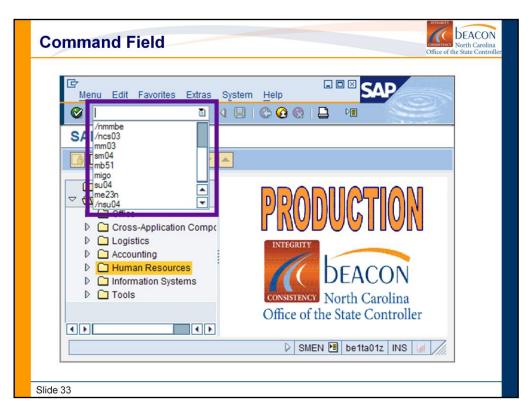
Name at least two things are needed to log on to SAP?



Regardless of what is transpiring within SAP, seven features or elements are found on every screen of the SAP application window:

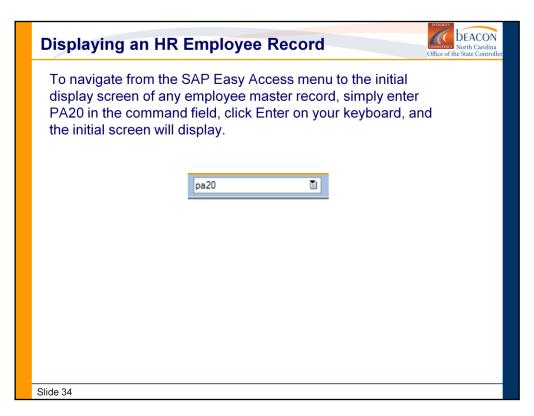
- **1.Menu bar** The menu bar contains screen specific headers that can be clicked for submenu actions.
- 2. Standard toolbar The standard toolbar contains the command field and several command buttons for working with transactions and navigating between transaction screens.
- **3. Title bar** The title bar displays the name of the screen and/or transaction in the application window.
- **4.Application toolbar** The application toolbar is a screen specific row of command buttons. This toolbar replicates some commands that exist on the menu bar.
- 5.Central work area The central work area is located between application toolbar and status bar of every screen. This area is the working area for the SAP environment.
- 6. Status bar The status bar contains the message field and system data field. The message field is one place SAP uses to display system confirmations, warnings, errors, and other messages. The system date field displays all technical information regarding the SAP system, including the transaction currently being displayed in the Central work area.
- 7.Popup window (not pictured above) The popup window is the second place that the SAP system displays messages and typically requires the user to take action (i.e., confirm yes or no).

Notes:



The command field is used to navigate to SAP transactions. Every transaction has an initial screen in the application and is identified via a unique name known as a transaction code. By entering that code in this field, the system will navigate to the initial screen of that transaction. The command field will also contain a list of recently used icons. To view this list, click the list icon at the end of the field.

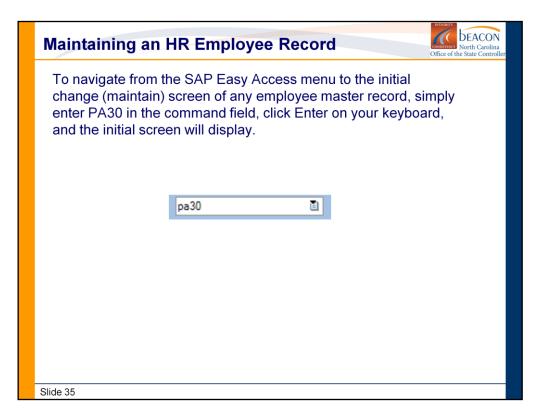
Notes:



Using the PA20 transaction, you can display an infotype in an employee master data record. This transaction code is used for display only and does not allow any additions, updates, or changes to the employee record.

The initial screen of PA20 will either display the last employee record viewed and allow the ability to search for an employee record to display. If the employee Personnel Number is readily available, enter the number in the Personnel no. field and display the employee record.

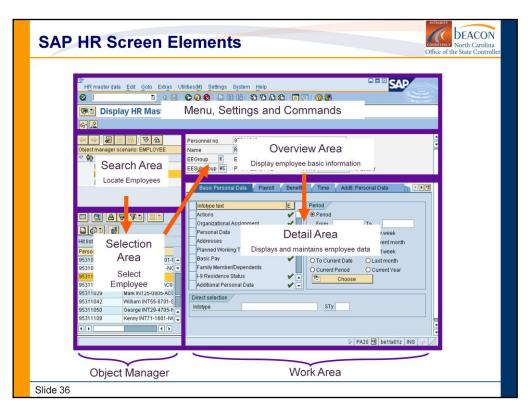
# Notes:



Using the PA30 transaction code, you can change, or update an employee infotype master data record. This transaction code is used to change existing employees. It does not allow you to add a new employee to the system.

The initial screen of PA30 will display the last employee record maintained or allow the ability to search for an employee record to be displayed. If the employee Personnel Number is readily available, enter the number in the Personnel no. field, press Enter, and the employee record will be displayed.

# Notes:



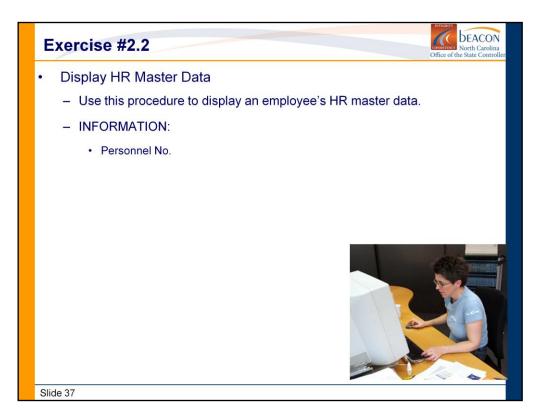
Let's get a better understanding of the HR Master Data Screen!

On the left hand side of the screen is the *Object Manager*, which is divided into a *Search Area* above and a *Selection Area* below. Use the *Search Area* to search employees according to certain criteria such as last name, first name, organizational assignment, and so on. A list is generated in the *Selection Area*. Select the employee personnel number in the selection area. Once the employee has been selected all information will display in the *Work Area* on the right hand side of the screen.

The right hand side of the screen, or *Work Area*, is divided into an *Overview Area* and a *Detail Area*. The *Overview Area* displays basic employee information such as name, employee group, employee subgroup, personnel area, and cost center. The *Detail Area* displays data based on the menu or infotype chosen.

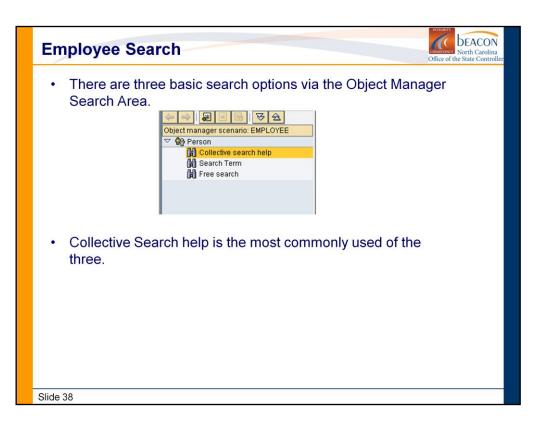
Notes:

# **PY310 - Payroll Maintainer**



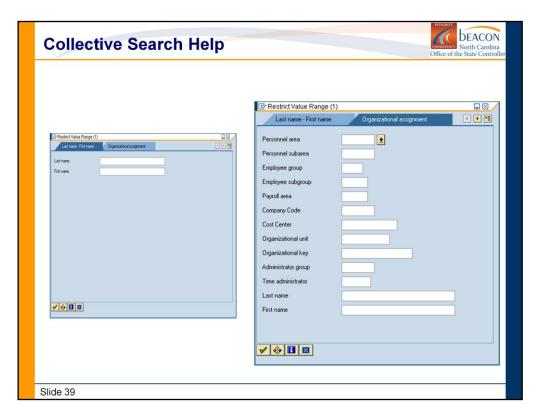
# Notes:

Use the instructions in the Exercise Guide to complete this exercise.



Use the *Object Manager* to create a list of employees who meet specific selection criteria (for example: last name, personnel area, employee group).

Notes:



Searching for an employee record can be done using a combination of fields such as:

Last Name

First Name

Personnel Area

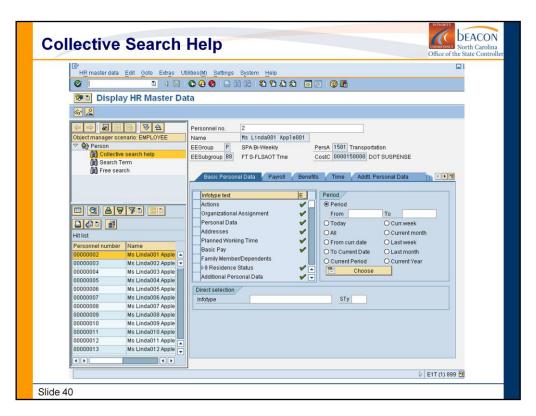
**Employee Group** 

Employee SubGroup

Use additional selection criteria to further limit the results of your search.

You can search on the name by entering =n.lastname. You can also search for a SSN by entering =c..ssn in the Personnel No field

Notes:

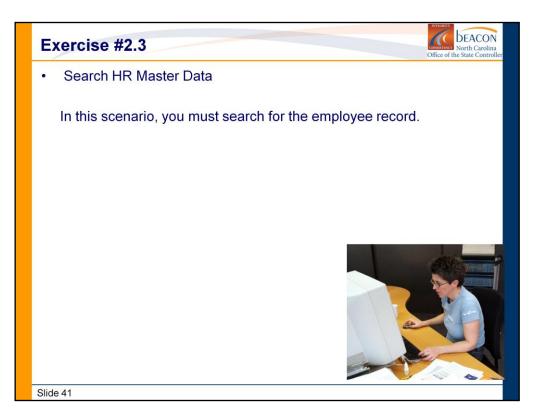


Using the *Object Manager* results list keeps you from having to back out of the information screen, search for another employee, and then come back into the information screen to view the same information for another employee.

To view another employee without researching just double-click the employee's name in the *Hit List*.

If you notice a **Start Date** column when searching for an employee, this **Start Date** represents the employee's date of birth.

## Notes:



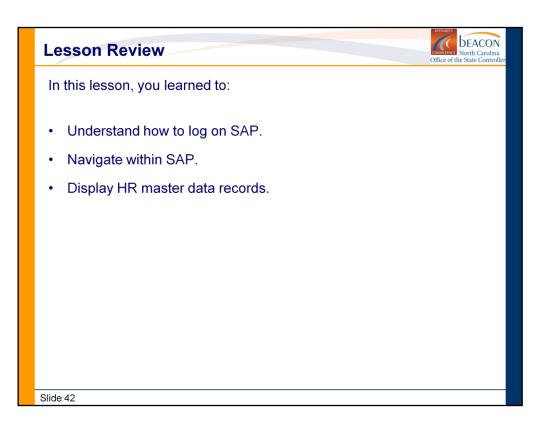
## Notes:

#### **Exercise 2.3: Search HR Master Data**

**Scenario:** Use the Collective Search Help to search for all employees with the last name Lewis.

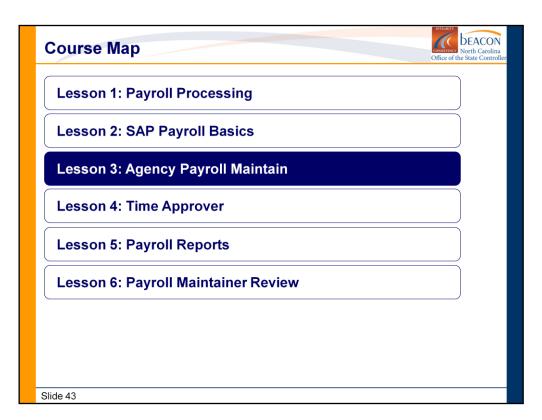
**Work Instruction:** Use the instructions in the Exercise Guide to complete this exercise.

- 1. What is his Personnel No.?
- 2. What employee group is assigned to his record?



# Notes:

# **PY310 - Payroll Maintainer**



The third lesson of the course will discuss how to display and change employee HR master data records as it relates to payroll functions.

Notes:

## **Lesson Objectives**

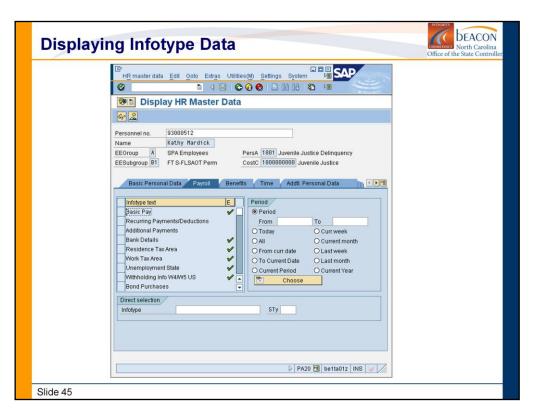


Upon completion of this lesson, you should be able to:

- Update Employee Bank Details IT0009.
- Update Recurring Payments/Deductions IT0014.
  - Agency-specific deductions and supplements
  - Cell Phone Supplement
  - Combined Campaign
  - Personal Use of State Vehicles
- Update Additional Payments IT0015.
  - Relocation Pay
- Display Garnishments IT0194, IT0195.

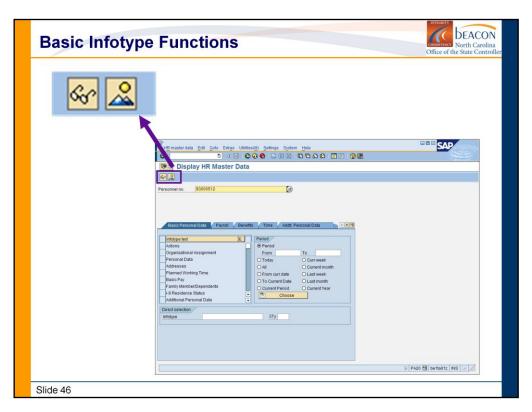
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Notes:



HR master data is viewed by displaying infotype records. Each employee record consists of active infotypes based on actions created for that employee record. Take a look at the above HR master data for Kathy Mardick. This screenshot shows the Payroll tab as the active tab. Notice that there are several tabs (i.e. Basic Personal Data, Benefits, Time, and etc.) which exist within an HR master data record. Each of these tabs group related data together by using infotypes. When looking at the list of infotypes, a green check mark denotes that an infotype record exists. Using the above example, Kathy Mardick has infotype records for Basic Pay, Bank Details, Residence Tax Area, Work Tax Area, Unemployment State, Withholding Info W4/W5 US.

## Notes:

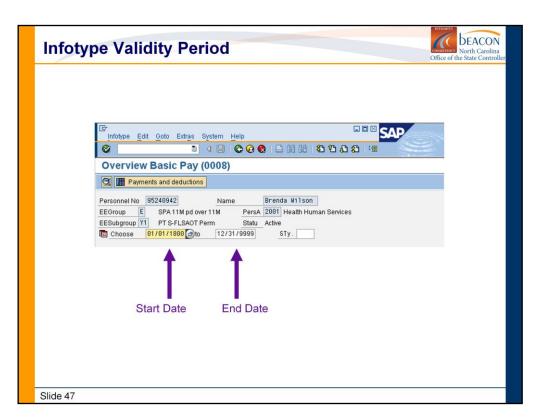


There are various ways to display employee master data infotype records.

The Display button shows the selected infotype data. Upon selecting this button SAP will take you to the most recent infotype record available. If available, use the Previous Record button, Next Record, or Overview buttons to move through other infotype records.

The Overview button provides a history of records associated with an infotype. From this list, use the record selection button to highlight the infotype record of choice, then click the Choose button to display the record.

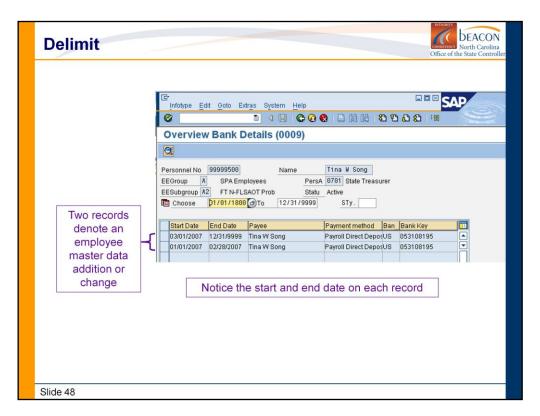
Notes:



Each infotype record has a beginning and ending date. These dates are known as the validity period. **Validity periods** define the life span or "valid period" of the information contained in the infotype. When creating a new infotype, both the beginning and ending dates are required. In most cases, the ending date is unknown. If this is the case, SAP allows the use of 12/31/9999 to be entered.

Using dates allows SAP to store historical infotype data.

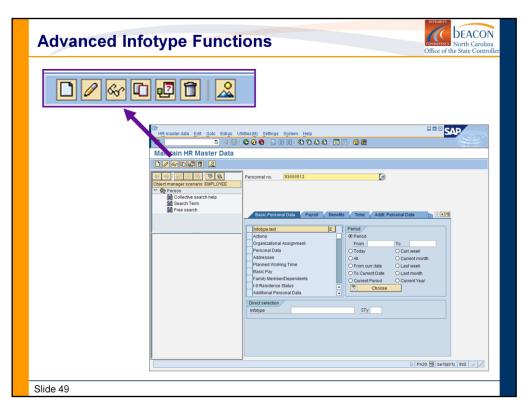
Notes:



SAP allows for the ability to have multiple instances of an infotype record. To update an employee's record, the old record is assigned an end date or is delimited. To **Delimit** a record means to end the validity period for that record. When creating a new record for an infotype, the old record is automatically delimited one day before the start date because records can not have overlapping dates. It is very important to use the copy function and to change the dates appropriately here.

This process of delimiting is very important because SAP is a date-driven system.

## Notes:

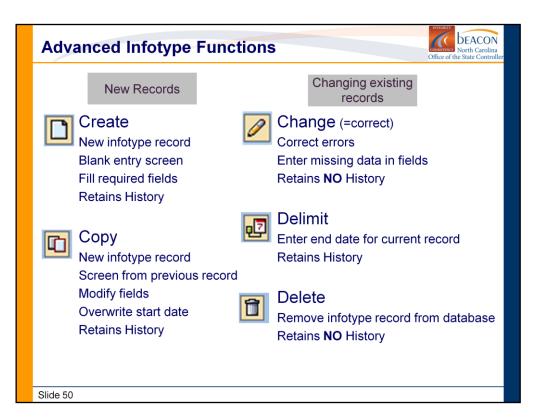


There are various processing options you can use to maintain master data.

The processing options for infotype records include:

- Create
- Maintain (Edit)
- Copy
- Delimit
- Delete

Notes:



New infotype records are created by using the create or copy function.

**Create** – The Create function enables the entry of new data. When creating a new record, an old record is delimited if it exists. Infotype history is created using appropriate validity periods.

**Copy** – The Copy function is the creation of a new record and updates the infotype history. Unlike the Create function, the data is not entered on a blank screen, instead it is a screen with current valid data and the data can be overwritten. Be sure to change the date of the new record so the history is created properly.

To change existing infotype records use the change, delimit, or delete functions.

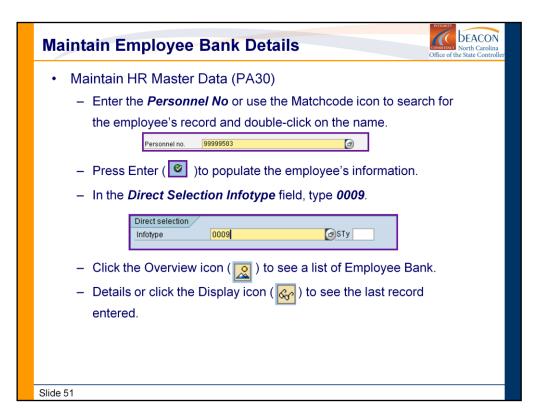
**Change** – The Change function enables the correction of an existing record without creating a new one. Changes to infotype records are not included in the history.

**Delimit** – Enter the end date for current record. This will be create an infotype history.

**Delete** – Removes infotype record from the database. This will remove the infotype record from the history. **NOTE:** It is strongly encourage that this option not be used without assistance from BEST Shared Services.

Now that we know more about infotypes, let's take a look at important infotypes used by agency payroll employees!

Notes:



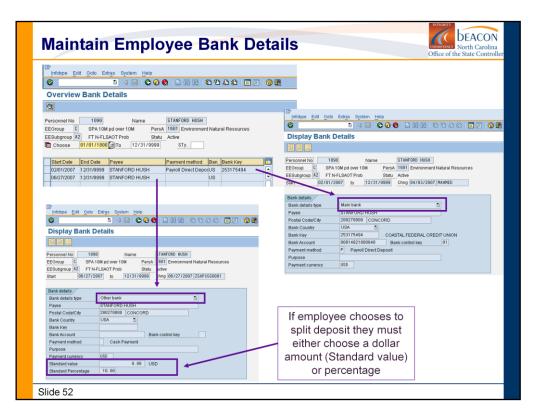
As of October 1, 2007, the Office of State Controller required all employees paid through Central Payroll to use direct deposit. Direct Deposit information for current employees prior to Go-Live has been converted from Central Payroll to the SAP. Any exception to the policy must be requested in writing to the State Controller's Office. Direct Deposit information should automatically be entered for all new hires. Employees can have multiple bank accounts in SAP with either an additional percentage or dollar amount for deposit.

CRITICAL! - Changing bank accounts should be done on the <u>first</u> <u>day</u> of the payroll period. If it is changed in the middle of the pay period, the system looks at all active accounts within the pay period, not just for the date of payroll run. For example, if you have 90% of your pay going to your main account A, and 10% going to a savings account B, but in the middle of the payroll period you change that 10% to be directed to account C, the system will read B and C, and take 10% to B and 10% to C, removing 20% of your pay from your main account A. Depending on the complexity of your account mapping and the amount of your paycheck, this could result in no pay to your main account.

The infotype to view an employee's bank details is 0009 – Bank Details.

It is best to display what already exists in the infotype record before making changes to HR master data.

Notes:



The employee must have a single type "0 – Main bank" record for direct deposit. Employee's may have up to 3 type "1 – Other bank" records. Each record must have a begin and end date.

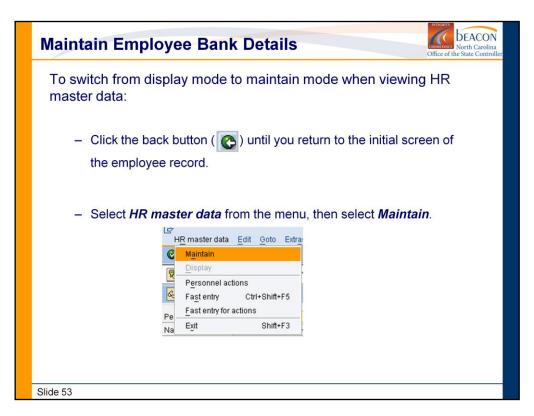
## How does Split Deposit work?

When employees choose to split their deposit in several accounts, the payroll program will always deposit the amounts of all Other bank's first and the remaining balance will be deposited in the Main bank.

#### For example:

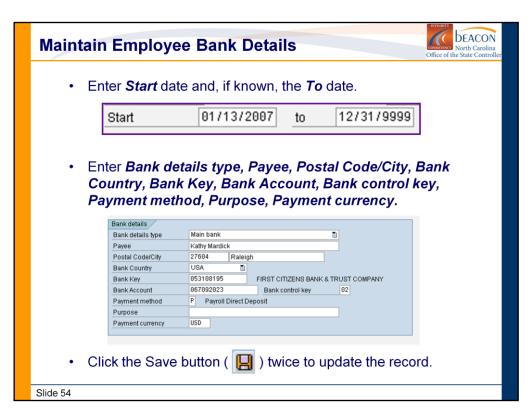
Look at Stanford Rush's split deposit represented above, when Stanford's payroll is processed 10% will be deposited in his other bank and the balance will be deposited in his Main Bank.

Notes:



Use the Overview list for employee bank details to see how many active infotype records exist, and what type. (e.g., 0 – Main Bank, 1 – Other Bank). Choose the correct infotype function based on the employee request. If the person is making minor changes to their details (e.g., same bank, different account), then use the Copy function and be sure to adjust the dates appropriately. If the employee is changing all of the bank details, use the Create function. Both the Copy and Create infotype functions will retain history of the infotype record.

## Notes:

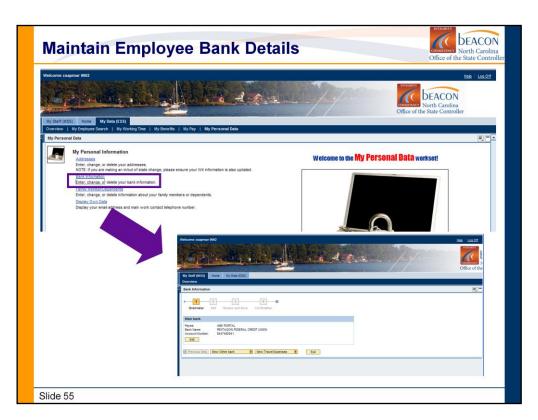


The "To" date should always be 12/31/9999 unless the employee knows that this action will be temporary.

## Example:

An employee wants to deposit \$50.00 per pay period into a new account from 08/1 – 12/31/9999.

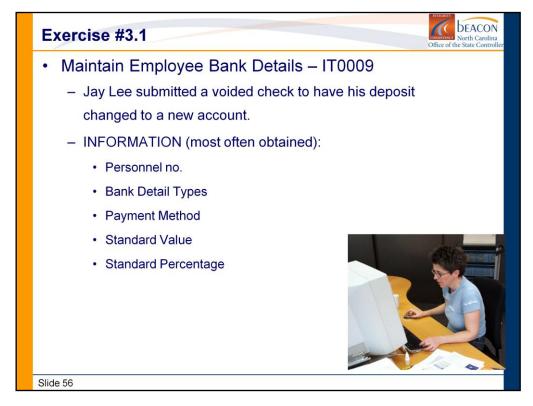
Notes:



Employees can use Employee Self Service to make changes to their Bank Details.

Employees that do not have access to ESS must contact their agency HR/Payroll office or contact BEST Shared Services to make changes to bank details.

Notes:



## **Exercise 3.1: Maintain Employee's Bank Details**

**Scenario:** Jay Lee submitted a voided check to have his deposit changed to their new account. Be sure to remind him that he should not close his old account until at least one paycheck has been deposited in the new account.

**Work Instruction #:** PA30 IT0009 Maintain Employee Master Data

Refer to separate Data Sheet for specific data to be used to complete this exercise.

**Notes:** 

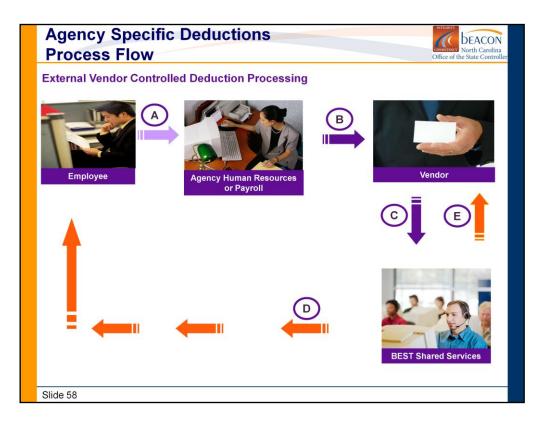
Slide 57

# Agency Deductions and Supplements Agency payroll staff are responsible for the following deductions and processes: Cell Phone Supplement Management of Personal Use of State Owned Vehicle Combined Campaign Relocation Pay Agency Specific Insurance Plans

Deductions were discussed in PY200. Remember the following points when dealing with deductions:

- Deductions can either be recurring IT0014 or one-time IT0015.
- Deductions are taken out of employee's pay during payroll run.
- Deductions are grouped and paid through Third Party Remittance as they become available.

Notes:

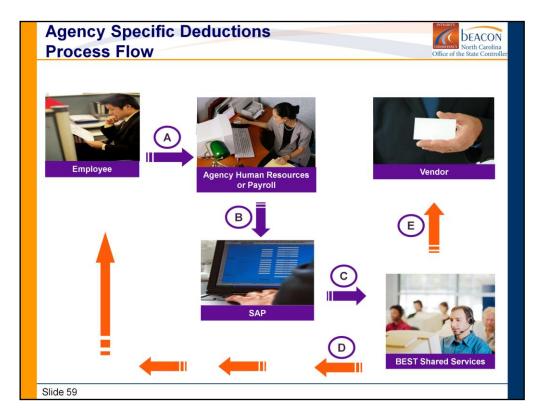


Use this process flow for an external vendor controlled deduction.

- A. Employee completes deduction form. Forwards completed form to Agency Human Resources or Payroll.
- B. Agency HR Rep or Payroll Rep forwards the form to the vendor.
- C. Vendor provides deduction information to BEST Shared Services.
- D. BEST Shared Services receives and processes deduction information from vendor. Upon the next payroll run, the employee will see the deducted amount from their pay.
- E. BEST Shared Services will request payment to vendor via third party remittance.

An example of external vendor controlled deduction is 401K.

Notes:



The following steps represent the Agency Specific deduction process.

- A. Employee completes deduction form. Forwards completed form to Agency Human Resources.
- B. Agency HR Rep or Payroll Rep enters the deduction into SAP.
- C. BEST Shared Services process deduction information from SAP via payroll.
- D. Upon the next payroll run, the employee will see the deducted amount from their pay.
- E. BEST Shared Services will request payment to vendor via third party remittance.

An example of an agency specific deduction is combined campaign.

Notes:

## **Agency Deductions and Supplements**



When setting up deductions, several considerations must be taken into account. These include:

- Is there a deduction already in existence?
  - · If so, what change is being made to the deduction?
- Is this a new recurring deduction?
  - · If so, a new Infotype 0014 will be created.
- Is the deduction a one-time deduction?
  - · If so, an Infotype 0015 will be created.
- Is there an original amount to the deduction?
  - If so, the amount of payments would be setup in an Infotype 0014 and the original amount would be setup in an Infotype 0015.

Slide 60

# Is there a deduction already in existence? If so, what change is being made to the deduction?

 An example would be an increase in the amount of the deduction. In this case, a copy of the current deduction would be made and a new deduction infotype created with the new amount. This would also delimit by date the old deduction. Only the new deduction would be taken in the future.

# Is the deduction a one time deduction? If so, an Infotype 0015 will be created.

 A specific date will be used to determine from which payroll the deduction will be taken.

# Is this a new recurring deduction? If so, a new Infotype 0014 will be created.

 The amount and dates would determine how much the deduction would be and for how long the deduction would be taken.

# Is there a limit to the deduction amount? An example would be a combined campaign.

The amount of the payments would be set up in an Infotype 0014 and the original combined campaign amount would be set up in an Infotype 0015. As payments are made, SAP tracks the total amount of the payments and turns off the deduction when the amount of payments equals the amount set up in the Infotype 0015.

Notes:

## Maintain Recurring Payments/Deductions



- Use Infotype 0014 Recurring Payments/Deductions.
- Used for two purposes:
  - To create recurring payments that will <u>increase</u> an employee's gross pay amount
  - To create recurring deductions that will <u>reduce</u> an employee's base pay amount
- Once created, these payments/reductions continue until the end (or "to") date of the designated time period is reached.

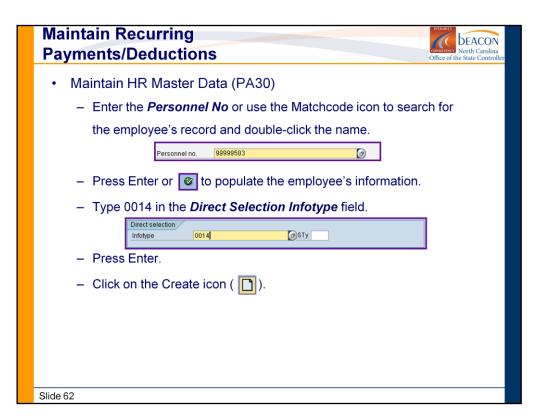
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SAP Payroll looks at the current date of the payment/deductions to make sure they are to be taken in the current payroll run.

These infotype records will be created by others such as BEST Shared Services or Payroll Administrators.

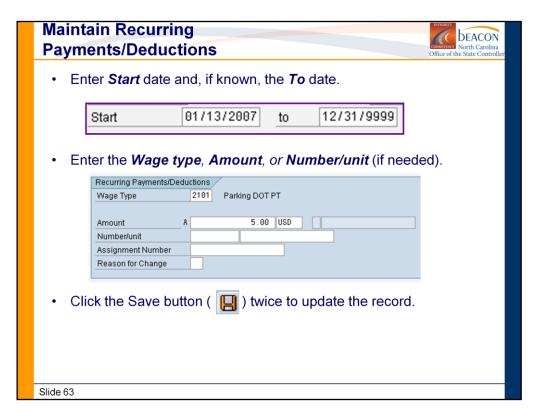
Notes:

## **PY310 - Payroll Maintainer**



Remember, if changing an existing recurring payments/deductions infotype, use the display mode to verify the record before making the change.

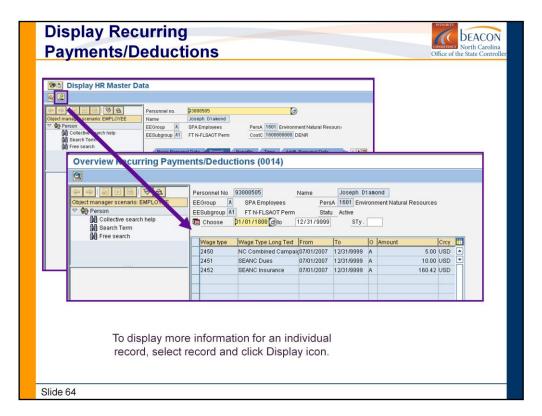
Notes:



The list of wage types presented for selection when processing this infotype will vary depending on the "type" of employee receiving the recurring payment/deduction. The "type" of employee is determined by SAP HR master data such as the employee group/subgroup and the personnel area/subarea.

If the end date is unknown, leave the default date of 12/31/1999.

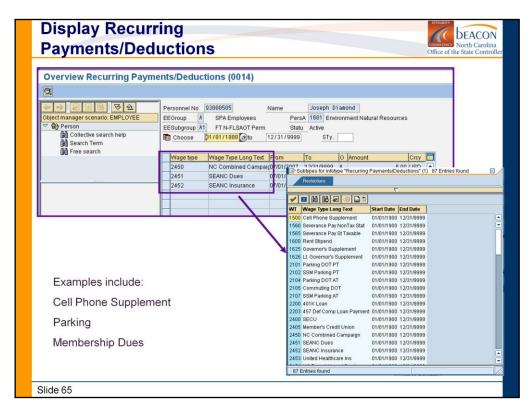
Notes:



There are several ways to view an employee's recurring payments/deductions. Use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Recurring Payments/Deductions in the Infotype text box, the employee has an active record. If no green check mark exists, no active record exists for that employee.

Clicking the **Overview** icon, displays a list of Recurring Payments/Deductions for an employee. The list includes "From" and "To" dates for each infotype. To view an individual record, click the button to select the record row, then click the **Display** icon.

## Notes:

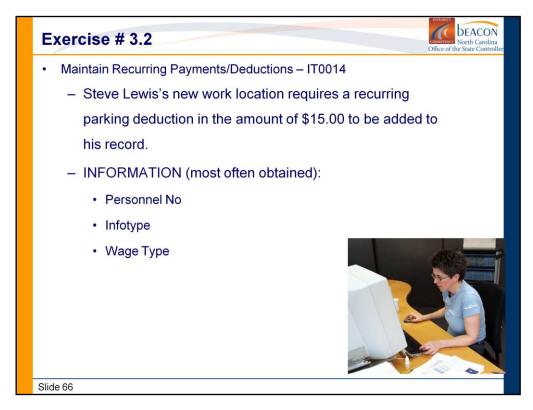


The State of NC, uses several subtypes to categorize recurring payments/deductions.

Agency deductions and supplements that will use this infotype are:

- Cell Phone Supplement
- Management of Personal Use of State Owned Vehicles
- Combined Contributions
- Agency Specific Insurance

Notes:



## **Exercise 3.2: Maintain Recurring Payments/Deductions**

**Scenario:** Steve Lewis's new work location requires a recurring parking deduction in the amount of \$15.00 to be added to his record.

**Work Instruction:** PA30 IT0014 Display Recurring Payments/Deductions

Refer to separate Data Sheet for specific data to be used to complete this exercise.

Notes:

## **Maintain Additional Payments**



- Use Infotype 0015 Additional Payments to create, change, or delete an additional payment for an employee.
- The type of additional payments is determined by the type of employee.
- It is a one-time payment:
  - Only happens in the pay period associated with the date of origin on the infotype record
- · Examples:
  - Relocation
  - Court Settlement

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This infotype will be used when any action needs to occur related to a lump sum, one-time payment to an employee.

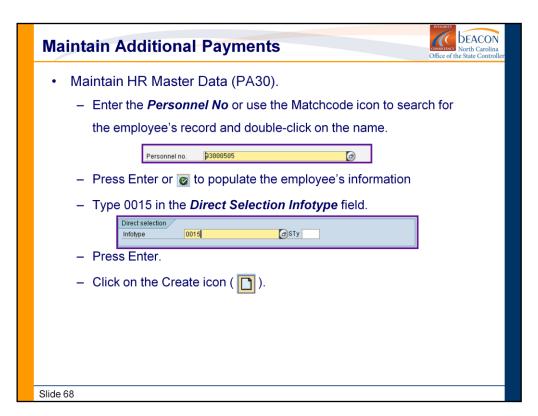
A payment that is entered for a pay period that has already run will trigger a retro-calculation.

## Example:

An additional payment for an exempt monthly person is entered on March 31st. March's pay is recalculated to include the additional payment. The difference will be paid on the April check.

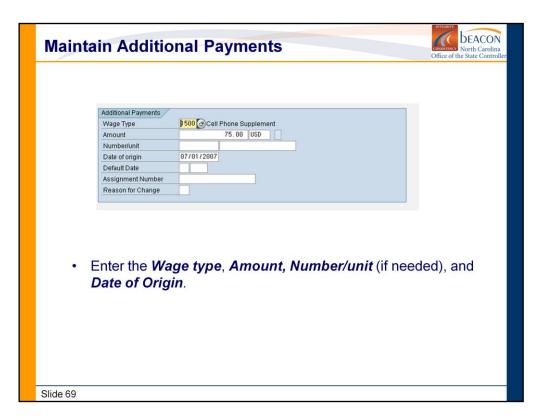
Notes:

## **PY310 - Payroll Maintainer**



Remember, if changing an existing additional payment infotype, use the display mode to verify the record before making the change.

**Notes:** 

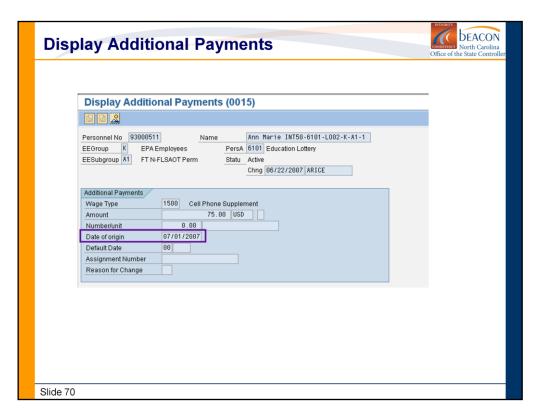


A payment entered for a pay period that has already run will trigger a retroactive calculation.

## Example:

An additional payment for an exempt monthly person is entered on January 31<sup>st</sup>. Since January's pay has been processed and deposited in the employee's account, the difference will be paid in the employee's February check.

Notes:



There are several ways to view an employee's additional payments. Use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Additional Payments in the Infotype text box, then the employee has an active record. If no green check mark exists, then no active record exists for that employee.

The Date of origin field is extremely important. The date entered in this field lets the system know in which payroll run to include the payment. Please reference the payroll schedule for both monthly and bi-weekly payroll schedules. The amount will be included with the normal check for the pay period.

Additional payments are paid one time only. If the amount changes every pay period, then a new IT0015 will have to be created every pay period.

## Notes:

## **Relocation Pay**



- Relocation Pay reimbursement is determined on an agency per person basis.
- Employee expenses should be determined to be taxable/nontaxable and reimbursable/non-reimbursable.
- Use forms OSCPXA05 for Non Taxable Relocation and OSCPXA11 for a Taxable Relocation.
- All documentation must be sent to BEST Shared Services.
- DOT will continue to use SAP's Travel Management to submit relocation expenses.
- Use infotype 0015 Additional Payments.

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The State of NC pays for relocation expenses in certain instances. These expenses are recorded by the different agencies. A determination is made as to which employee expenses are taxable/nontaxable and reimbursable/non-reimbursable. All necessary documentation is sent to BEST Shared Services for payment and/or tracking of non-taxable W-2 information.

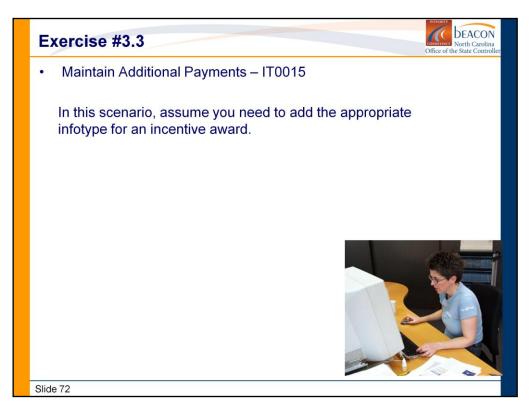
Employment reimbursement for relocation is processed in two ways. The first way is for the agency payroll to submit for payment reimbursable expenses incurred by the employee to BEST Shared Services. Then these expenses are paid on the next schedule payroll run.

The second way is when there are relocation expenses when the employee is not due reimbursement. This type of expense would include payments to third party vendors such as a moving company. A determination is also made as to which portions of these expenses are taxable.

All documentation will be sent to BEST Shared Services for creation of Infotype 0015 based on taxation and reimbursement.

The above process applies to all agencies except the Department of Transportation. Department of Transportation will continue to use SAP's Travel Management module for all travel and relocation expenses.

Notes:



## **Exercise 3.3: Maintain Additional Payments IT0015**

**Scenario:** Thomas Mcgregor has received a \$100.00 incentive award for mentoring. The appropriate paperwork has been submitted to your office so that you key the appropriate infotype for his award.

**Work Instruction #:** PA30 IT0015 Maintain Additional Payments

#### **Questions/Results:**

- 1. What wage type was used for the this additional payment?
- 2. What function was used to insert the one-time deduction for the employee?
  - A. Create
  - B. Copy
  - C. Change
  - D. Delimit

Notes:

# **Garnishment Processing**



- Garnishments are processed with the standard SAP-supplied garnishments module.
- The State of NC recognizes the following types of garnishments:
  - Child Support
  - Federal Tax Levy
  - Creditors & Education
  - Bankruptcy
  - State Tax Levy
  - IRS Negotiated
- Infotypes used for Garnishments:
  - 0194 Garnishment Document
  - 0195 Garnishment Order

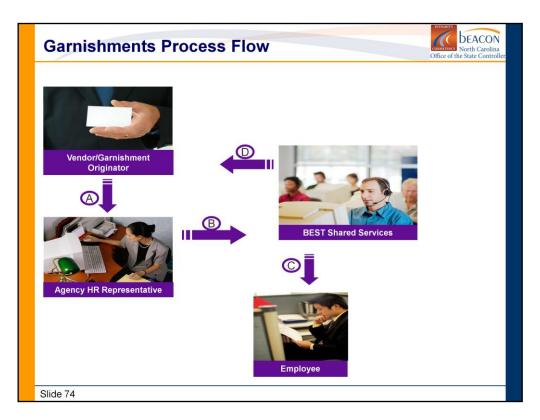
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Garnishment orders must be sent to BEST Shared Services for processing. Those that are received by agency payroll or HR staff will need to be forwarded to BEST Shared Services for processing. The original paperwork must be sent. BEST cannot use faxed, copied, or emailed versions of the orders.

BEST Shared Services will centrally manage the following:

- Entry
- Processing
- Remittance
- Reporting

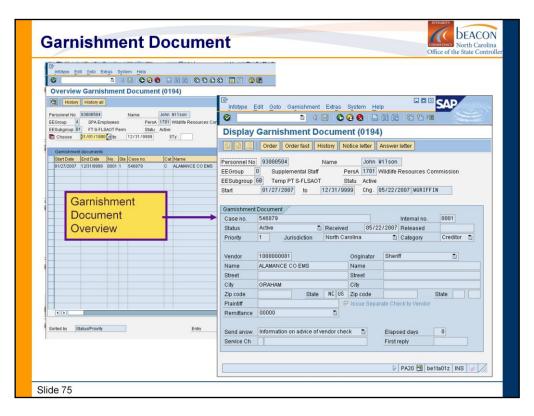
Notes:



Let's take a minute to review the garnishment process flow from PY200.

Notes:

- A. Garnishment order is originated and sent to Agency Representative or to BEST Shared Services.
- B. Garnishment order is received in the Agency. Forward the garnishment to BEST Shared Services.
- C. BEST Shared Services processes the garnishment order. Employee is able to view the garnishment deduction on pay statement.
- D. Vendor payment is processed by BEST Shared Services. Vendor receives payment.



The Garnishment Document IT0194 overview screen gives two choices:

- 1. Select a garnishment document and look at the document details.
- Select the garnishment and view the payment history.

The screen above displays the garnishment details for John Wilson. Several fields of importance are:

**Status** – The status of the garnishment document, e.g., Active, Pending, Inactive, Released, Bankrupt

**Received** – The date that the garnishment was received from the garnishing authority

**Priority** – Garnishment processing priority. The highest priority that can be assigned is 001.

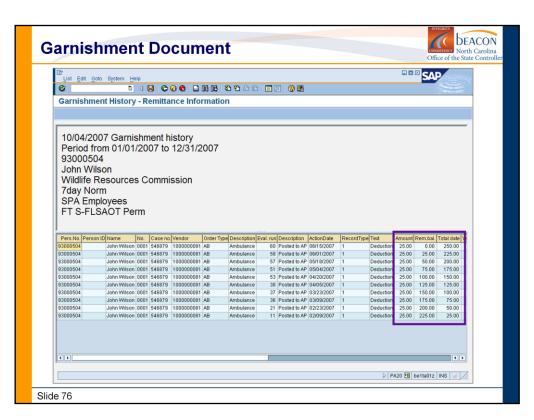
**Category** – Describes the category of the garnishment document being issued

**Originator** – This field displays the legal authority from which the garnishment document originated.

**Name** – This field is the payee of the garnished wages.

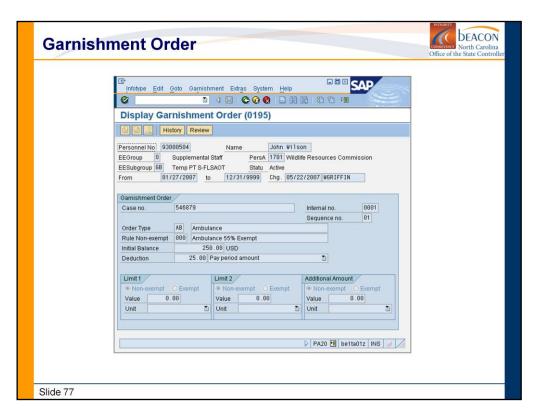
From this screen, you can review the garnishment order, infotype 0195. The garnishment order screen will show the total amount being garnished, how much should be deducted and how often. The option to view the payment history is also available from this screen.

Notes:



The Garnishment History screens show details for each payment that was deducted from an employee's pay and sent to the vendor, and includes the remaining balance.

**Notes:** 



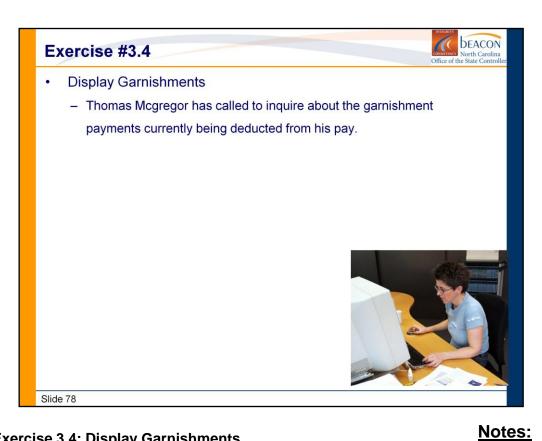
Use Infotype 0195 to view the original garnishment order keyed into SAP. The important fields to understand on the garnishment order screen are:

**Order Type** – This field represents the garnishment type.

**Initial Balance** – This field contains the total amount the State of NC is required to withhold from employee wages. If the garnishment does not have a balance, this field will be zero.

**Deduction** – This amount represents the deduction that will be taken from the employee pay, for all pay periods, until the initial balance is completely collected.

**Notes:** 



## **Exercise 3.4: Display Garnishments**

Scenario: Thomas Mcgregor has called to inquire about the garnishment payments currently being deducted from his pay.

Work Instructions: Use the information in the Exercise Guide to complete this exercise.

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### Off-Cycle Processing



- SAP off-cycle processing allows the State of North Carolina to make adjustments to employee payroll records with proper documentation.
- · Off-cycle processes include:
  - Adjustments
  - Bonus
  - Check Replacement
  - On Demand

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Notes:

Off-Cycle can come from several sources for different reasons.

**Adjustments** Off-cycle adjustments are non-cash. They can come from several sources for different reasons. An example is the recording of non-taxable moving expenses that need to be reported on the employee's W-2. Adjustments require proper documentation.

**Bonus payment** could be to an individual, a group of individuals or to all employees, if approved.

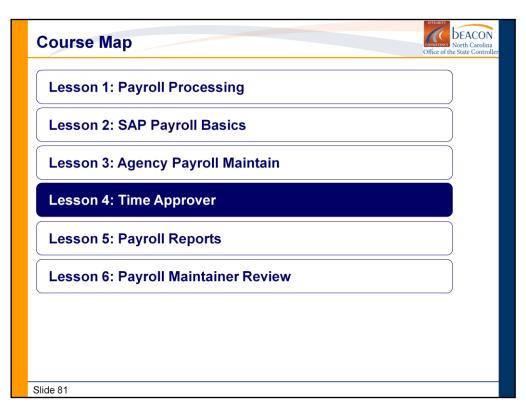
**Check Replacement** allows the State of North Carolina to replace checks that have been lost, stolen or destroyed. With the proper documentation and affidavits, BEST Shared Services will be able to replace a check using the Off Cycle Check Replacement function within SAP.

On Demand allows the State of North Carolina to pay an amount of money that was not paid to an employee on the previous pay period. With proper documentation and approval, BEST Shared Services would be able to pay the amount, which could include shortage of hours or missed payments.

# Lesson Review In this lesson, you learned to: Update Employee Bank Details (IT 0009) Update Recurring Payments/Deductions (IT 0014) Agency-specific deductions and supplements Cell Phone Supplement Combined Campaign Personal Use of State Vehicles Update Additional Payments (IT 0015) Relocation Pay Display Garnishments (IT 0194/IT 0195)

Notes:

# **PY310 - Payroll Maintainer**



This fourth lesson of the course will cover the role of the time approver.

Notes:

# Lesson Objectives Upon completion of this lesson, you should be able to • Describe the Time Approval process in SAP. • Describe the importance of the Time Approver role.

Notes:

# **New Terms and Concepts**



- BEACON
- SAP
- Employee Self-Service Portal (ESS)
- Manager Self-Service Portal (MSS)
- Processing status

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**BEACON -** BEACON is the statewide initiative designed to modernize and standardize key business processes.

**SAP –** Software system used to run BEACON. It contains modules that will be used to run the State of North Carolina's HR and Payroll systems.

**Employee Self-Service (ESS)** – Employees in agencies using ESS for time entry will log onto the ESS Portal and enter their time via a web interface.

**Manager Self-Service (MSS)** – Once entered, the data is reviewed and approved by a manager in the Manager Self Service (MSS) portal. The approved time is then available for further processing.

**Processing Status –** two-digit code in SAP that indicates the current process state of the time

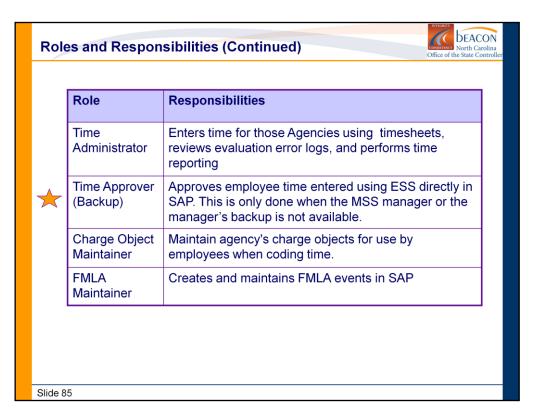
- 10 In process
- 20 Released for approval.
- 30 Approved
- 40 Approval rejected
- 50 Changed after approval
- 60 Cancelled

Notes:

Role	Responsibilities
Employee (Positive Pay)	Employee must record all hours including hours worked and leave via 1) ESS, 2) timesheet, or 3) direct interface. Failure to record time will result in employee <u>not</u> being paid.
Employee (Exception Pay)	Employee must record all hours including hours worked and leave using 1) ESS, 2) timesheet, or 3) direct interface. Failure to report time will result in employee being paid (standard pay only).
Manager	Manager must review time and approve using 1) MSS 2) timesheet, or 3) in the legacy system prior to interface to SAP.
Leave Administrator	Processes voluntary shared leave and quota corrections in SAP
BEST Shared Services Center	Supports Agencies and performs SSC Time Processes

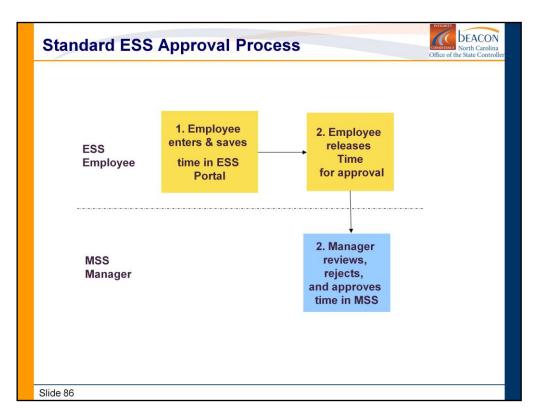
Additional time roles listed on the next page.

Notes:



**NOTE:** The functionality for generating time statements has been removed from the system. When the functionality is restored, the Time Administrator could resume this role.

Notes:



The diagram above shows the standard approval process for employee time entered in ESS by managers in MSS. The vast majority of ESS time will be approved by this method.

The purpose of the Time Approver role is to approve time when the manager fails to do so. This is meant as a backup procedure rather than the standard practice.

ESS time is entered and approved as follows:

- Employee enters and saves time in ESS Portal.
- 2. Employee releases time in ESS Portal which submits for approval.
- Manager reviews, rejects, or approves released time in MSS Portal.

Notes:

# **Knowledge Check**

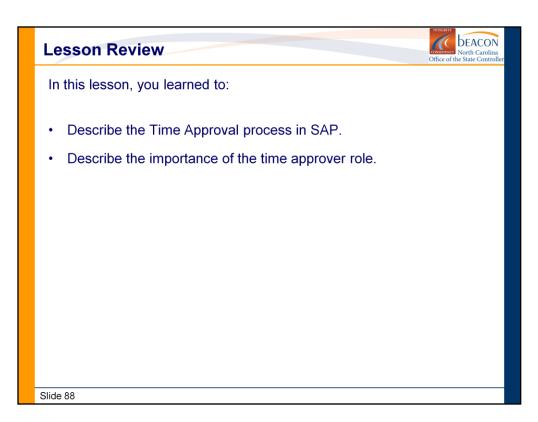


- 1. True or False The Time Approver must enter time for ESS employees daily.
- 2. True or False Negative employees will not properly accrue leave or receive premium pay.
- 3. True or False Temporary employees will not be paid if their time entered via the ESS portal is not approved before the Payroll Run.



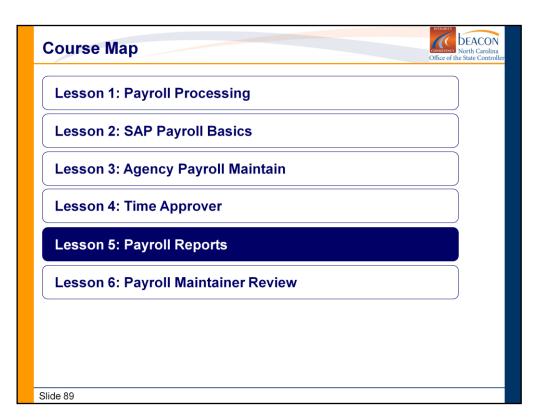
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**Notes:** 



# Notes:

# **PY310 - Payroll Maintainer**



The fifth lesson of this course will cover important payroll reports used to view technical, employee, and department information.

Notes:

# **Lesson Objectives**

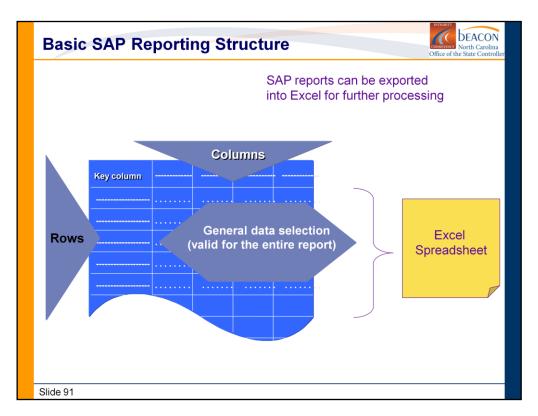


Upon completion of this lesson, you should be able to:

- · Describe SAP report types and features.
- Display and understand the following SAP reports:
  - Display Payroll Results PC\_PAYRESULT
  - Display and print Remuneration Statements
     ZPYR001 (mass printing)
     PC00\_M99\_HRF (individual or small group printing)
  - Display the Wage Type Reporter S\_PH9\_46000172
  - Define the Payroll Journal PC00\_M10\_CLJN

Slide 90

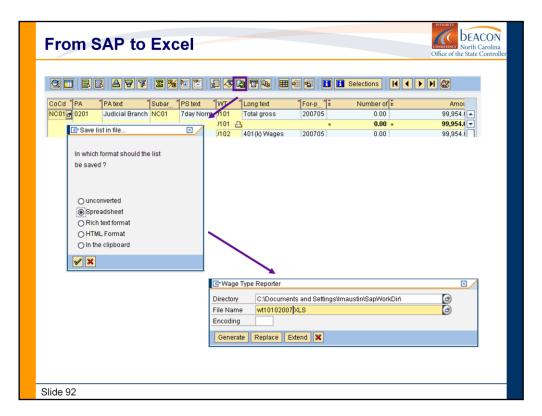
**Notes:** 



Line-item reports are the typical format for the output of listdisplay transactions, which generate lists of related objects. They are also found on the initial output screens of some create, display, and change transactions within many Human Resources transactions.

Each row in a line-item report displays the data about a single object, such as an employee. The data are arrayed in columns, which are capped by headers that identify the data. The rows are usually organized vertically by default according to the contents of the first column.

Notes:



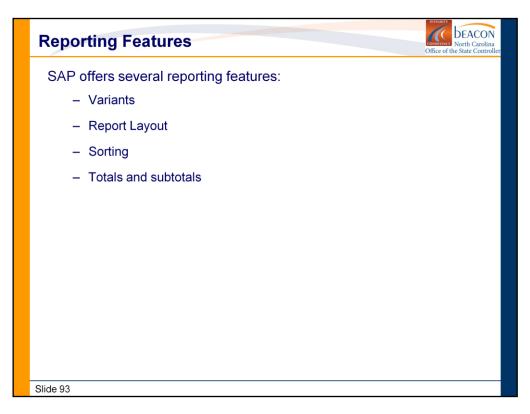
Most reports can be exported to excel for data manipulation.

Depending upon the report, use one of the following methods to export the report.

- Follow the menu path System > List > Save > Local file.
- Follow the menu path List > Export > Spreadsheet (Excel).
- Click the Local File icon (as seen above). This is the recommended way.

The next step will be naming the file and placing in the appropriate file location.

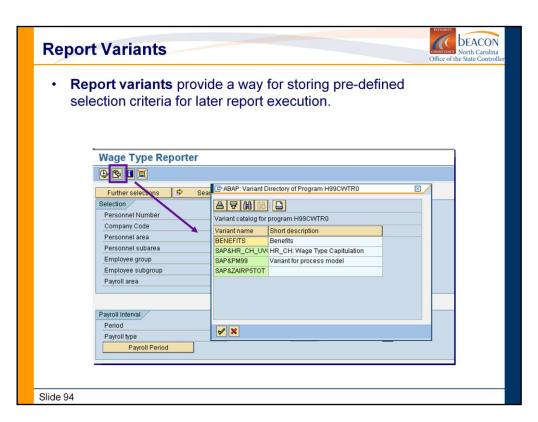
Notes:



## Reporting Tips:

- The more selection criteria used, the smaller the data pool that will be included in the report.
- If you are unsure how long it will take the report to run, open a second SAP session.
- Don't forget that if a report is stuck, use the Stop Transaction feature to end the report.

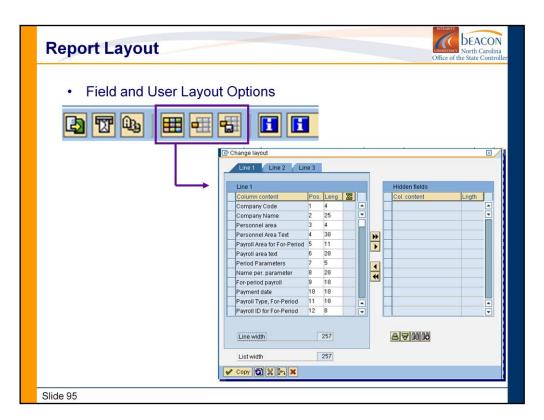
Notes:



If you often run the same program with the same set of selections (for example, to create a monthly statistical report), you can save the values in a selection set called a **variant**.

- Each report can have multiple variants.
- Variants are report-specific.
- Reports that run in Background require variants.

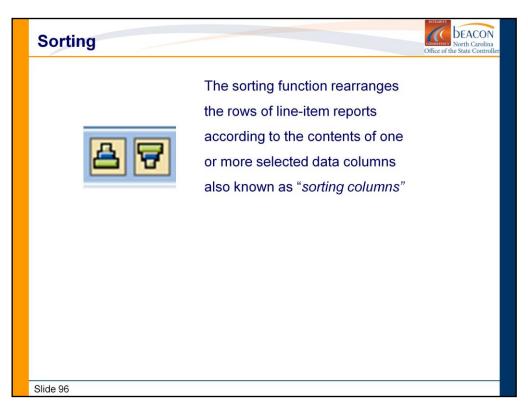
Notes:



After executing, a list display is created that shows the documents in sequence and possibly grouped.

- Filters or sorting can change the arrangement (if available).
- · Screen display can be customized on some reports.
- Fields can be added or removed to show appropriate data.

Notes:



You can arrange these rows in either alphanumerical (i.e., A to Z, or 1 – 1000) or reverse alphanumerical order in one of two ways. The first method makes use of the Sort Ascending and Sort Descending.

Single-Column Sort of a Line-Item Report

- Step 1. Click the header of the sort column to select it.
- Step 2. Click the Sort descending or Sort ascending button.

When sorting using multiple columns, the first or left-most column becomes the primary sorting column, the second left-most column becomes the secondary sorting columns, and so on.

Multiple-Column Sort of a Line-Item Report

 Step 1. Click-and-drag across the headers of the sorting columns (if they are next to one another) to select and highlight them.

OR

- Press and hold the CTRL KEY on your keyboard, click the primary sorting column first, the secondary column second, and so on, then release the CTRL KEY.
- Step 2. Click the Sort ascending or Sort ascending button.

Notes:

# **Creating Totals and Subtotals**



- Totals can be created for numeric fields, such as net value or quantity, by selecting the column and clicking the "Total" button (if available).
- If a total has been created for a column, create subtotals by clicking the "Subtotals" button (if available).
- The total and subtotals for more than one column can be displayed at the same time.
- It is possible to display only the lines (rows) with totals by clicking the dots in front of the totals.

Slide 97

**Notes:** 

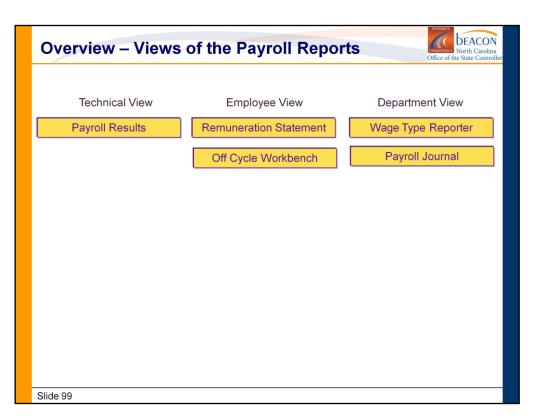
# **Payroll Specific Reports**



- The following represents the SAP Payroll Specific reports covered in this course:
  - Payroll Results PC\_PAYRESULT
  - Remuneration Statements PC00\_M10\_HRF & ZPYR001
  - Off-Cycle Workbench Payroll History PUOC\_10
  - Wage Type Reporter S\_PH9\_49000172
  - Payroll Journal PC00\_M10\_CLJN

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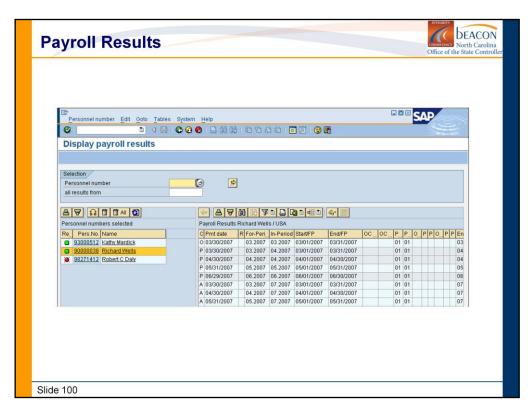
Notes:



The SAP Payroll system allows different views of payroll reports. These are described in detail on the following pages.

Let's start with the explanation of the "technical view" or high level report.

Notes:



### Payroll Results - PC\_PAYRESULT

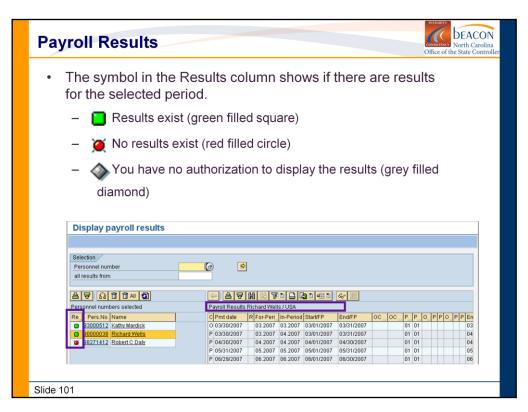
This is a technical report that displays what payroll was processed. This report can be used to display payroll results for one or more employees.

The payroll results initial screen is divided into two task pane windows. The left pane displays the selected personnel numbers and employee's name. The right pane displays the different payroll results. The most current payroll period will be highlighted.

You can view results on each employee by selecting that employee.

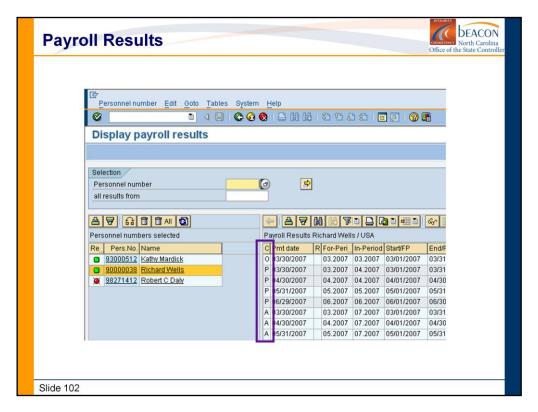
Notes:

# **PY310 - Payroll Maintainer**



When toggling between employees, be sure to verify the employee name on the left task pane to ensure you are viewing the correct employee's pay results.

Notes:

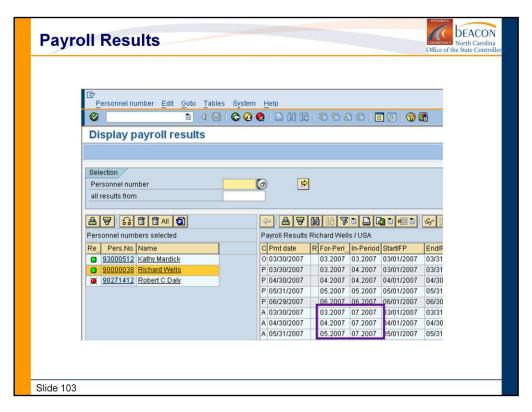


Click on employee name listed on left to view a list of payroll results on the right. Each payroll result presented on the right is coded with a status that indicates whether the payroll record is old or current.

### Status Indicators:

- A Used for a payroll result generated by the last payroll run. The result is current (actual result of current payroll).
- P Used when a payroll result has been replaced by a new record during a retroactive accounting run. It then becomes the predecessor of the current record (prior or previous result).
- O Used when it has been replaced by at least two retroactive accounting runs; that is, the record is no longer current, nor is it the predecessor of the current record (old result).

Notes:

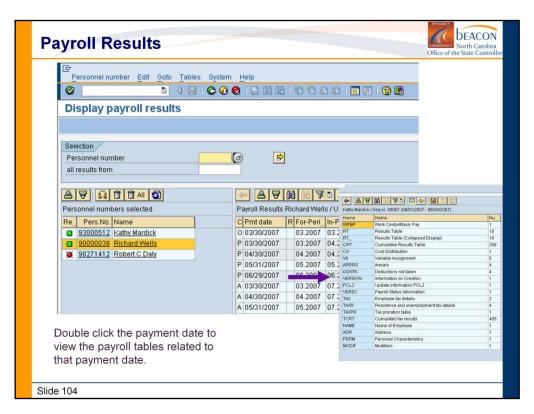


When different dates exist for the for-period and in-period fields, a retro-calculation has occurred. A retro-calculation indicates that a change has occurred in a pay period in which a previous result already existed.

**For-period:** Shows the period that the payroll line affects. For example, if a change was made in August that affects May payroll, the For-Period column will show a May date.

**In-period:** Shows when a change was made, regardless of the payroll run it affects. For example, if a change was made in August that affects May payroll, the For-Period column will show an August date.

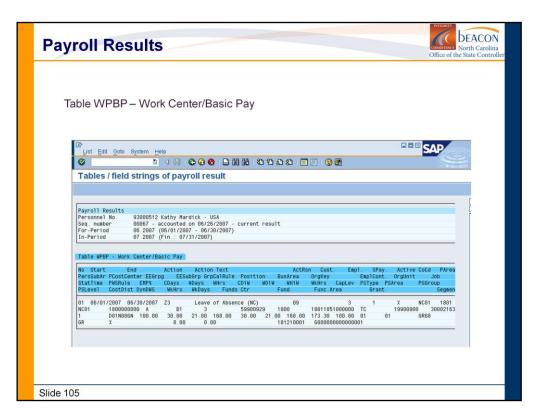
Notes:



Several payroll tables could exist for a payroll result. The common tables that will be discussed in this class are:

- WPBP Work Center/Basic Pay
- RT Results Table or RT\_ Results Table (Collapsed Display)
- ARRRS Arrears
- DDNTK Deductions Not Taken

**Notes:** 



This table allows you to compare hours worked to planned hours. You can use it to investigate questions about shift pay and overtime.

This table is created due to the following infotypes:

- 0001 Organization Assignment
- 0007 Work Schedule
- 0008 Basic Pay (Earnings)

173.33 = Target Hours (2080 / 12 = Average Monthly Hours Worked)

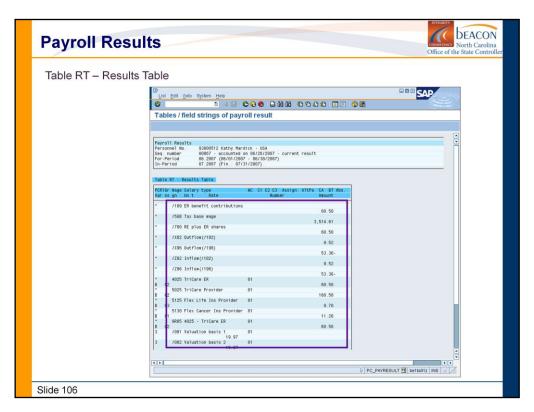
### **Planned Hours**

- CDays = Calendar Days
- WDays = Work Days
- WHrs = Work Hours

### **Actually Worked**

- CD1W = Calendar Days
- WD1W = Work Days
- WH1W = Work Hours

Notes:



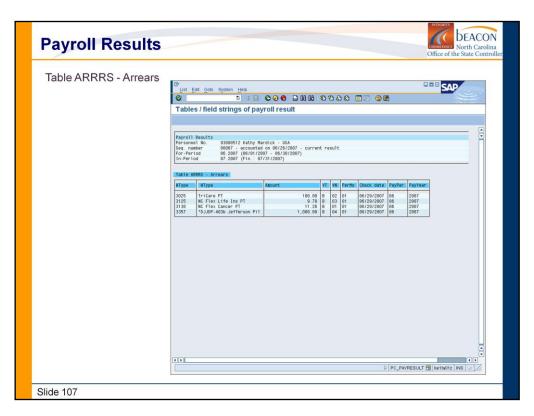
The Results table is where the final payroll results are stored. This table represents technical wage types that are generated during the payroll process. You can use it to investigate questions about salary, overtime, and shift pay.

The RT (Results table) has two different views: expanded and collapsed. They both have the same data but with a different view of displaying the data.

This table will list all of the various technical wage types used to process payroll with amounts.

Wage type /101 represents Gross Pay, 1000 – Regular Pay, 1100 – Salaried/Hourly Pay, 1200 – Regular Hours, /559 - Net Pay

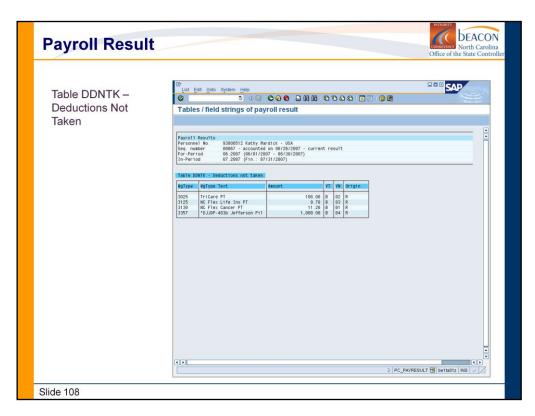
# Notes:



The ARRRS Table, also known as the arrears table, contains the deductions that are carried over to the next payroll period. When circumstances arise and there is insufficient net pay to deduct all the mandatory and voluntary payroll deductions, the system determines how to handle deductions based upon configuration. If a deduction is marked for arrears, the non-deducted amount of the wage type will be stored in the ARRRS table and recovered in the next payroll cycle if possible.

Currently arrears processing is only used for the State Health Plan.

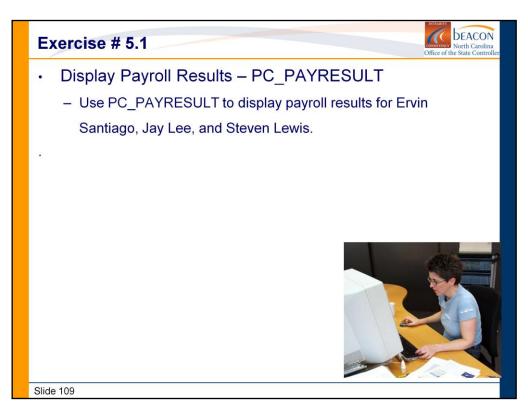
## Notes:



The DDNTK table, also known as the Deductions Not Taken table, contains the deductions not taken during the current payroll.

For regular deductions that do not display in the ARRRS (Arrears) table but display in the DDNTK (Deductions Not Taken) table, the employee should contact the provider directly to submit missed payments. Items that show on this table are usually supplemental insurance items.

Notes:

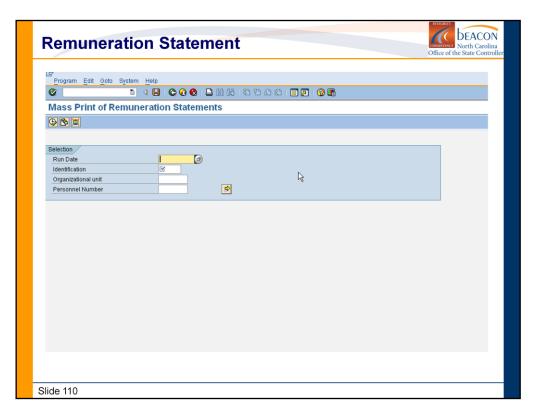


## Exercise 5.1: Payroll Results – PC\_PAYRESULT

**Scenario:** You need to look at payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.

**Work Instruction:** Use the instructions in the Exercise Guide to complete this exercise.

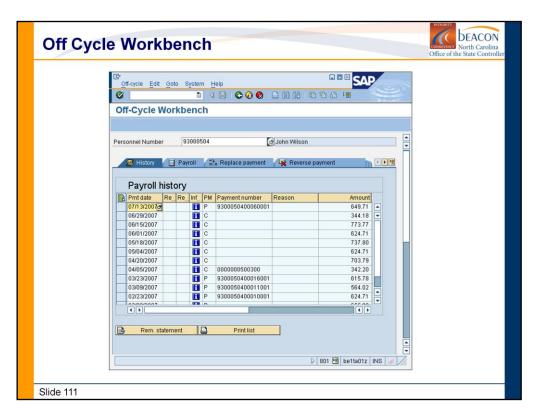
Notes:



## ZPYR001 Mass printing:

- 1. Select the run date from the drop down.
- 2. The ID field will default from the run date selected.
- 3. Select your org unit and personnel number ranges.
- 4. Save this as a variant.

Notes:



The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the most important information on the employee's payroll results.

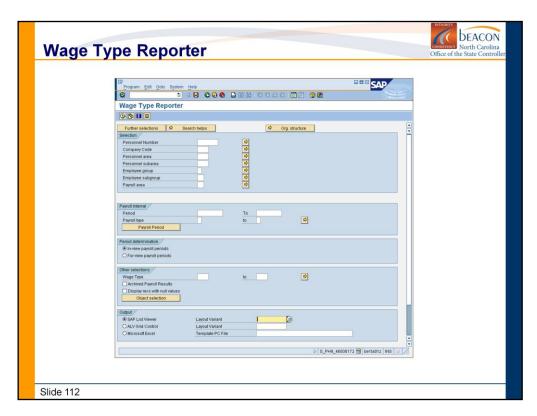
Payments that you have replaced with a check and payroll results that you have reversed are indicated.

To see more detailed information, you can display the rem statement for each payroll result by highlighting an individual row and clicking the Rem statement button.

For payments, you can display the following information:

- Check number, house bank and company account
- In the case of replaced payments which payment was replaced by which check
- In the case of reversed payroll results the reason for reversal and the administrator who carried out the reversal

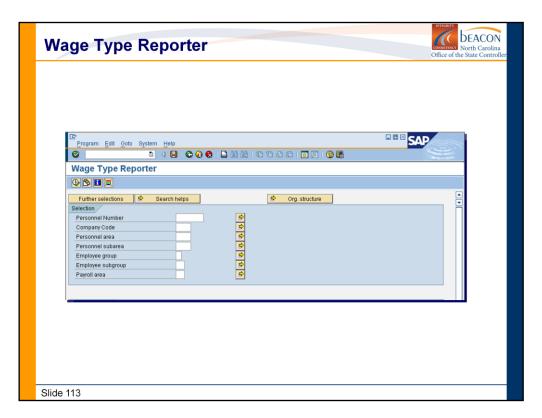
Notes:



The wage type reporter tool is a flexible tool for wage type calculation. You can display wage types for a specific period with in-period and for-period views. The evaluation can be formatted using the list viewer and exported to an Excel file. Use this report to investigate questions about overtime calculations or on-call time.

- Use Wage Type Reporter to evaluate wage types from payroll results for a selected period
- Also evaluates basic enterprise and employee master data
- Can compare previous periods and output differences
- Limitations
  - Cannot output most master data on an employee
  - Cannot output YTD totals
  - Cannot output tax totals

Notes:

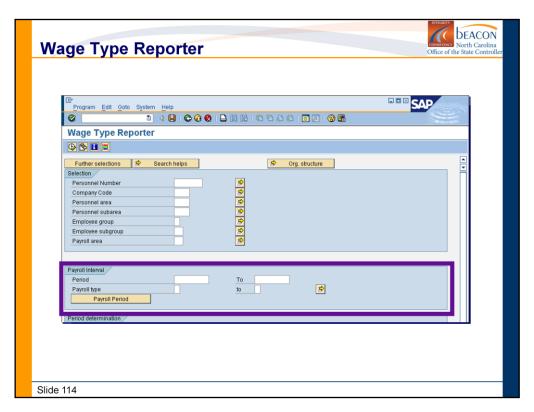


The standard selection fields for this report are in the Selection group. You must complete at least one selection area in order for this report to run successfully.

This evaluation report can be executed for the following:

- A single employee
- A group of employees
- Agency (Personnel area)
- For a selected period
- For a specific payroll run (e.g., regular, off-cycle)
- Compare a regular payroll run with another payroll run
- Overview of wage types for an in-period view or a forperiod view
- Read and evaluate archived payroll results

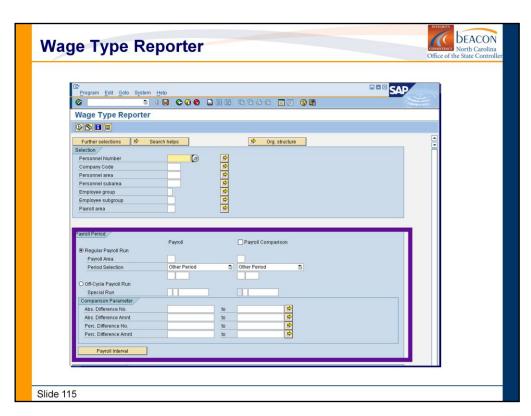
Notes:



Choose the date range using payroll period(s) for desired results. You may choose to enter a payroll type to run. For a regular payroll run, leave blank. For off-cycle payroll run, enter A for Bonus payment, B for Correction run, or C for Manual Check.

By using the Payroll Period button, you can enter a specific payroll period to view. You must enter the payroll period number and year. You can also choose an Off-cycle payroll by filling in the required criteria.

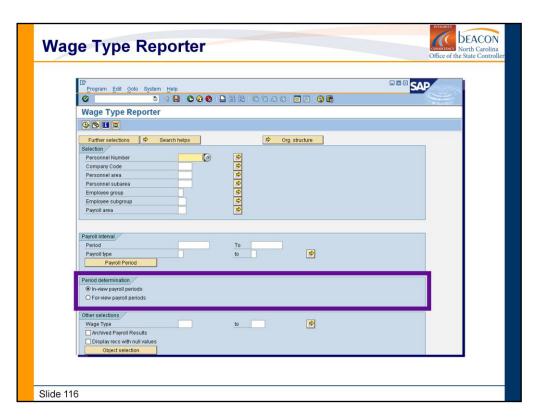
Notes:



If you choose to run the report by a regular Payroll run, you must enter the Payroll Area, payroll period and year. You can also compare one pay period to another pay period by selecting the comparison payroll checkbox and filling in the Payroll Area, Payroll Period and year as well.

If you desire to run the report to capture an off-cycle payroll, you must select the Off-Cycle Payroll Run. In the Special Run field, you must type the payroll type and the payment date of the off-cycle payroll.

Notes:



This section will be relevant to the dates that you have selected in the Payroll interval fields.

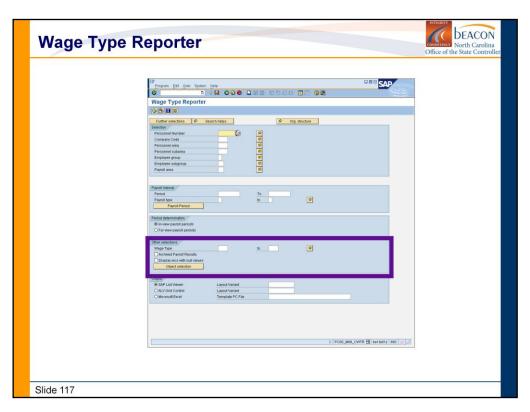
**In-view payroll periods**: Payroll period (start and end date of a period) *in* which a payroll result is created

**For-view payroll periods**: Payroll period (start and end date of a period) *for* which a payroll result is created

## Example:

If you have selected a payroll interval of 01/01/2007 – 03/31/2007, the system will display all payroll results created IN this period, according to the payroll type you specified. A payroll run IN February 2007 FOR December 2006 would be included in the example, however, a payroll run IN May 2007 FOR February 2007 would not.

Notes:



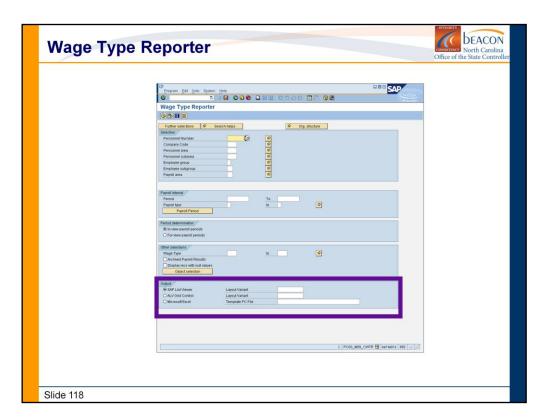
You must specify a wage type in order to run this report.

If you desire to run more than one wage type, you can select the multiple selection icon and list the different wage types.

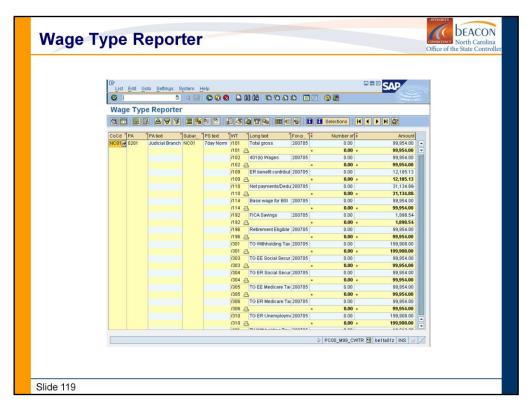
You can choose the Object selection button to specify which columns should display in the output list and which objects should be hidden.

**NOTE:** When choosing the Personnel number field, the employee's name and personnel number will be displayed on the report.

**Notes:** 



# Notes:



This report allows for the following outputs:

## The SAP List Viewer enables:

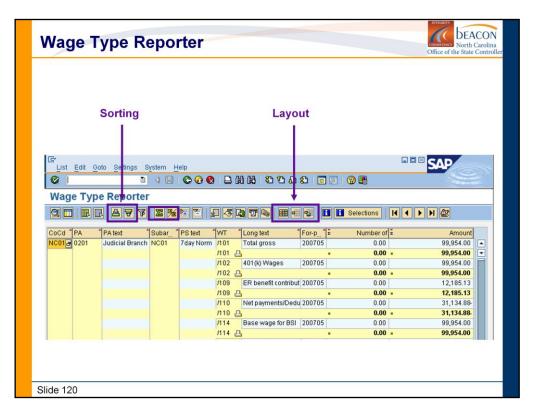
- The use of pre-defined SAP standard and custom created display variants
- Sorting of data
- Filtering of data
- Totals and subtotals

## The ALV Grid Control enables:

- use of predefined SAP standard layouts
- creation of layouts
- carry out sorts
- sorting column value lines in ascending or descending order
- setting filters
- displaying lines that fulfill certain criteria
- creation of totals and subtotals

Using the Microsoft Excel output will download the onscreen view of information to an Excel Spreadsheet.

Notes:



The report is now displayed for viewing, printing, or downloading. You can hide some of the columns by clicking on the Change layout icon.

You can select as many options as you desire to hide. The columns listed in the Hidden fields table will not be displayed in your report. You can save this display layout to be recalled each time you run this report. This will eliminate you having to hide columns each time you run this report.

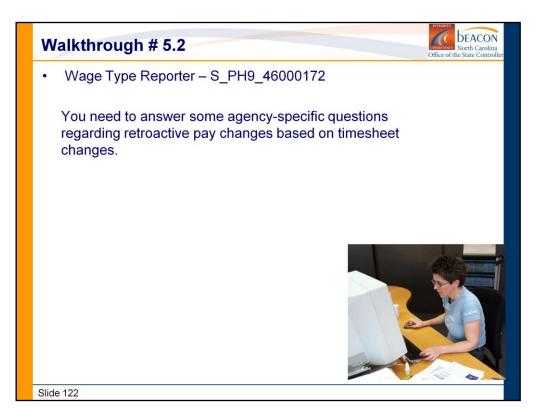
The report displayed above was created using the custom variant, HR\_CH: Wage Type Capitulation Variant. Using this variant will automatically create totals and subtotals. If your report is similar to the view above, the variant wasn't used.

Notes:

WageTypeDescription/101Total Gross Wages1210Overtime Earned1220Annual Longevity1250Shift 5%1251Shift 10%1252Shift 15%1253Shift 20%1256Shift Overtime Hours1301Vacation Leave1302Sick Leave1304Bonus Leave1307Additional Hours1311LWOP	Wage Type 1312 1315 1316 1318 1319 1320 1321 1325 1327 1344 1709 1710	Description Admin Leave Civil Leave Community Service leave Education Leave Injury Leave Military Leave Training Military Leave Active Duty Paid Holiday Comp Leave Travel Comp On Call Pay Call Back
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Notes:

Use these common wage type to help understand the information shown on the Wage Type Reporter.

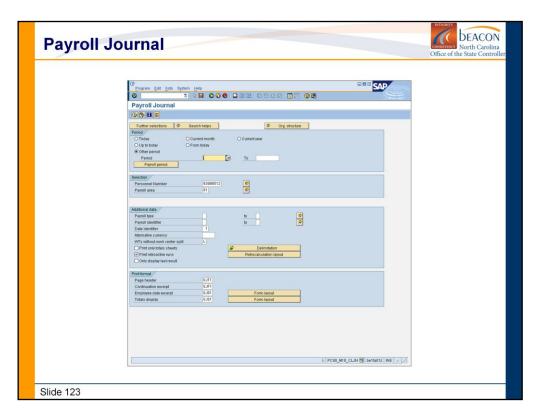


## Walkthrough 4.4: Wage Type Reporter – S\_PH9\_46000172

**Scenario:** You need to answer some agency-specific questions regarding retroactive pay changes based on timesheet changes.

**Work Instruction:** Use the instructions in the Exercise Guide and directions from your instructor to complete this walkthrough.

Notes:

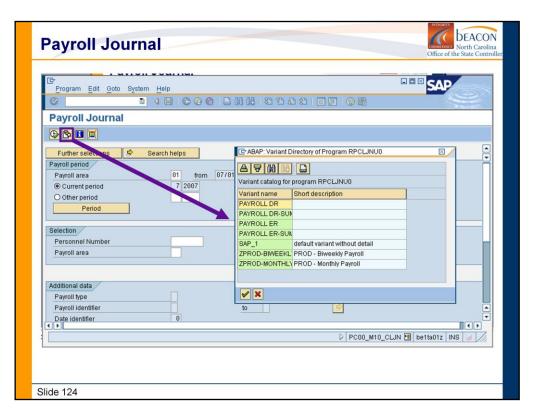


The payroll journal contains detailed, selected payroll data for several employees for whom payroll has been run in a particular time interval or a selected payroll period. You can use this report to investigate problems with payroll.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run.
- Cumulate payroll data belonging to an organizational unit.
- Track the development of data over several payroll periods.
- Have an additional, detailed control medium for revisions.

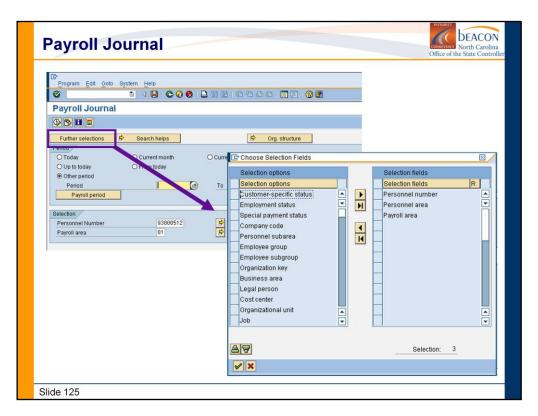
Notes:



For this report, two custom variants have been created.

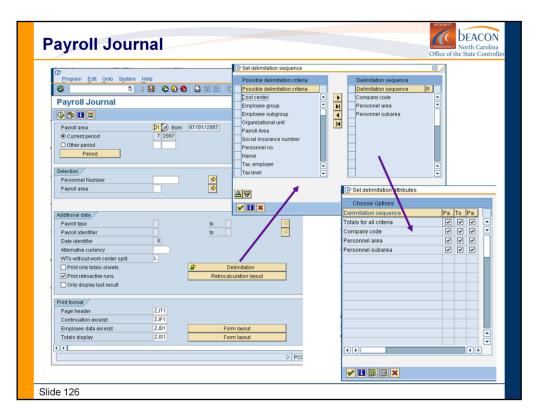
Notes:

- ZPROD-BIWEEKLY Used to display Biweekly payroll
- ZPROD-MONTHLY Used to display Monthly payroll



When executing the payroll journal you can choose to execute this report for any existing payroll period in SAP. Use the *Further Selections* button to narrow your selection criteria.

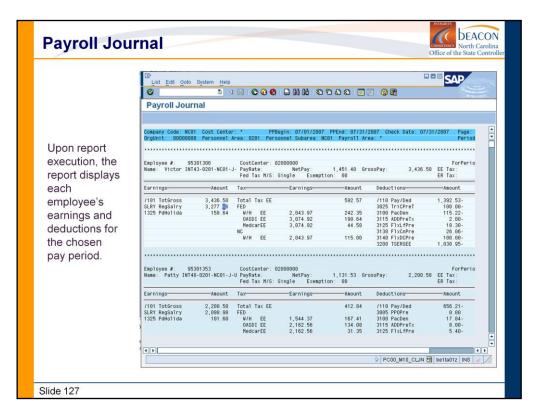
Notes:



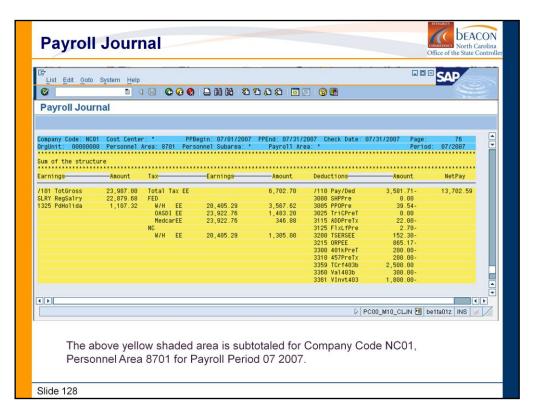
If you only want to print totals, be sure to check the box for *Print only totals sheets*.

To determine how to delimit or categorize the totals, choose *Delimitation*. You must choose the *Delimitation Sequence* (order), then choose which fields you want to display subtotals and totals.

Notes:

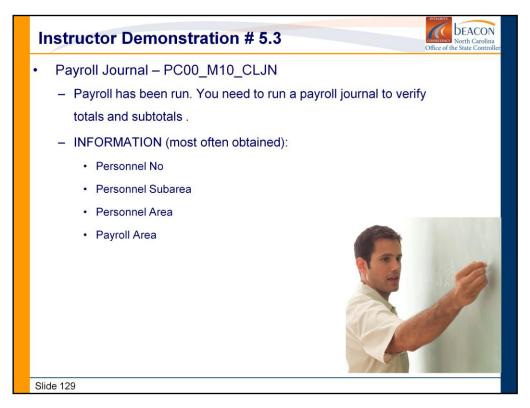


## **Notes:**



When the scrolling the report, yellow portions represent subtotals or page totals. To determine what is being totaled, examine the blue shaded area.

**Notes:** 



# Instructor Demonstration 5.4: Payroll Journal – PC00\_M10\_CLJN

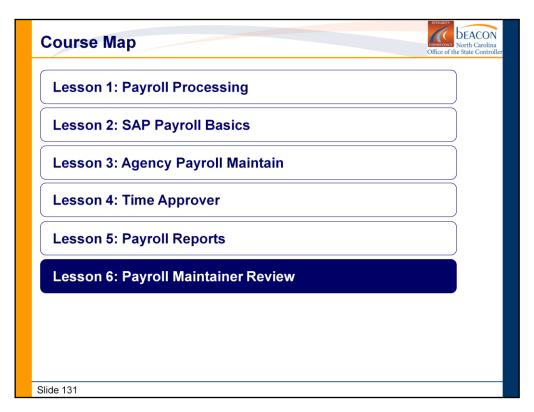
**Scenario:** You need to verify some payroll items for a previously run payroll.

**Work Instruction:** Watch as your instructor to completes this demonstration. Answer the questions in the Exercise Guide.

**Notes:** 

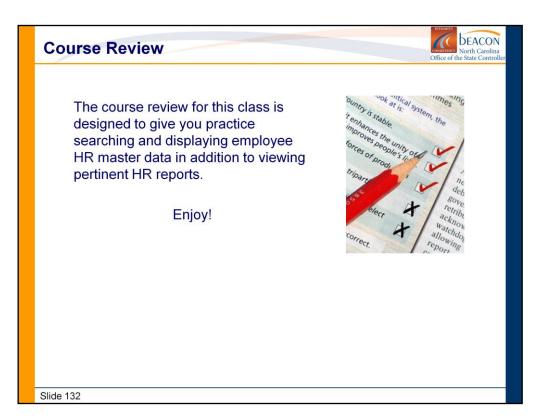
# In this lesson, you learned to: Describe SAP type of reports and features. Display the Wage Type Reporter. Define the Payroll Journal. Display Payroll Reports.

Notes:



This lesson will review concepts learned within course.

Notes:



## Notes:

Course Review	DEACON CONSISTENCY North Carolina Office of the State Controlle
Activity 1	4
What transaction and infotype is used to display recurring deductions	/payments?
Display recurring deductions/payments for Jay Lee.	
Does Jay have a recurring deduction or recurring payment?	
What is the amount?	
Activity 2 What transaction and infotype is used to display additional payments	?
Display additional payments for Jean Leach.	
Slide 133	

Notes:

Course Review	DEACON Office of the State Controller
Activity 3	
Display the actual result for 01 2007 payroll period RT Results tab	le for Jean Leach?
What is the amount of Wage Type /101?	
What does wage type /101 represent?	
What is the amount of Wage Type 1000?	
What does wage type 1000 represent?	
Activity 4	
Execute the Wage Type Reporter for Cultural Resources 4601, pa 2008 payroll run, and only include wage type 1000.	yroll area 01, 04
Note: Remember to select the correct variant.	
What is regular salary total for subarea NC01, 7 day Norm?	
What is regular salary total for company code NC01?	
Slide 134	

Notes:

# **Course Review**



In this course, you learned to:

- · Display and maintain agency specific infotypes.
- · Define payroll processing specific terms and concepts.
- · Display the wage type reporter.
- · Display and examine the payroll reports.
- Describe and execute the Time Approver Role.

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Notes:

# **Course Review**



Your instructor will hand out course review questions. These questions are designed to make sure you understood the major points of the course.

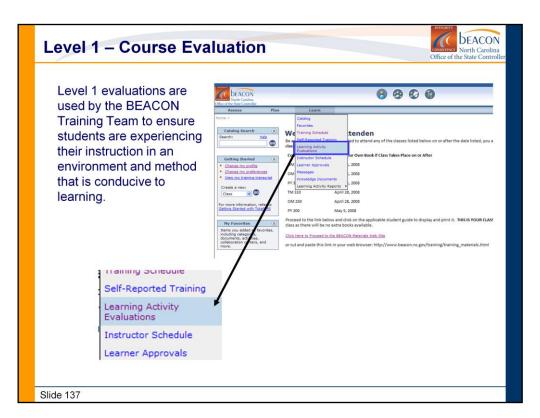
You need to

- Answer the questions using all classroom materials
- Participate when your instructor goes over the answers to the questions

You can take the review questions with you for later review.

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**Notes:** 



## **Level 1 Evaluations**

The Level 1 evaluation classes is accessed as shown above (Learner Home Page > Learn > Learning Activity Evaluations).

Ask your instructor if you have any difficulty accessing the course evaluation.

**Notes:** 

## **Next Steps**



- Monitor BEACON communication
  - BEST Shared Services web site (especially the Updates tab)
  - URL: <a href="http://www.ncosc.net/BEST/">http://www.ncosc.net/BEST/</a>
- Review conceptual materials
- Access BEACON Help
  - Access from an SAP transaction
  - URL: <a href="http://help.mybeacon.nc.gov/beaconhelp">http://help.mybeacon.nc.gov/beaconhelp</a>
- Practice what you've learned
  - URL: https://mybeacon.nc.gov
  - Client 899
  - Use your current NCID user name and password

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Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

Keep your training materials close by as a ready reference.

## Want to practice what you have learned from your desk?

 Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

## Need transactional assistance after go live?

 Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction. Notes:



Notes: